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ABSTRACT

This package of instructional materials is intended for use in preparing single parents and displaced homemakers for entry into the job market. The materials were developed for the ENCORE program--a 4-week, 48-hour, 3-days-per-week program focusing on employability skills, vocational assessment, personal development, shadowing in traditional and nontraditional careers, and field instruction. The package includes an overview of the ENCORE program, a description of a study of the characteristics and educational needs of the ENCORE clientele, recommendations that were developed on the basis of the study, and 53 attachments that are intended for use in replicating the program. The following are among the materials attached to the project report: ENCORE brochure; list of pertinent community-based organizations; participant information form; class list; class schedule; employability skills pretest; learning activities and educational games on a variety of topics related to job search, vocational adjustment, and career advancement; handouts dealing with such topics as job search, fringe benefits, career goals, average salaries, and personal resumes; sample thank you, job refusal, and job resignation letters; various sample forms, including performance evaluation, attendance history, and child-care invoice forms; three-month and one-year follow-ups of ENCORE graduates, and the agenda from a workshop for displaced homemakers. (MN)

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ENCORE

A Pilot Program to Prepare Single Parents/Homemakers for the Job Market

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SINGLE PARENT/HOMEMAKER PROGRAM
Project No. DVE 080-15170-7-3D03
From July 1, 1986 to June 30, 1987

A Pilot Project to Prepare Single Parents/Homemakers for the Job Market

Charlotte Vocational Technical Center
18300 Toledo Blade Boulevard
Port Charlotte, Florida 33948-3399

Carolyn Gorton

The project reported herein was conducted pursuant to a grant from the Division of Vocational Education, Florida Department of Education. Contractors undertaking such projects are encouraged to express freely their professional judgements in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent the official position or policy of the Florida Department of Education.

TABLE OF CONTENTS

Abstract 1

Introduction 2

Methods 5

Results and Findings 8

Conclusions 10

Recommendations 11

References 12

Appendices 13

A. ENCORE Brochure 14
B. ENCORE Coffee--Community Based Organization List 15
C. Participant Information Form 16
D. Class List 18
E. Class Schedule 19
F. Employability Skills Pre-Test 20
G. Job Game Handout 25
H. Sample Newspaper Advertisements 26
I. Letter of Application 28
J. Wallet Card 29
K. Application Form 30
L. Resume Instructions 32
M. Self Esteem Test 33
N. Vital Statistics 37
O. Why Assertiveness Training 38
P. Behavior Types 39
Q. Targets for Assertiveness 40
R. What's Your Response 41
S. Color Yourself Beautiful 44
T. 10-Second Call 48
U. Stages of an Interview 49
V. Interview Questions 50
W. Questions an Interviewee May Ask 55
X. Interview Prospect Worksheet 56
Y. Thank You Letter 58
Z. Critique Sheet 59
AA. Developing Good Work Habits 60
BB. What Motivates You? 62
CC. Cruising For a Pink Slip 63
DD. Performance Evaluation Form 64
EE. Attendance History Card 65
FF. Fringe Benefits 66
GG. Budgeting Workshop 67
HH. How To Get Your Next Raise/Promotion 68

II. Letter of Resignation 69
JJ. Career Goals 70
KK. Average Salaries 71
LL. Who Doesn't Get the Job 72
MM. It's Not Easy 73
NN. Work Force Test 74
OO. Life Assessment 75
PP. Evaluation of ENCORE Program 77
QQ. Certificate of Completion 78
RR. "I Am Me" 79
SS. Craft Advisory Committee 80
TT. Childcare Invoice 81
UU. Three-Month Followup 82
VV. One-Year Followup 83
WW. Participants Information 84
XX. Participants Outcome 87
YY. Newspaper Advetisement 88
ZZ. Displaced Homemaker Conference 89
AAA. Florida Vocational Journal Article 90

Bibliography 91

ABSTRACT

Description. The number of single parents and displaced homemakers is on the rise and these people are being forced into the job market with little or no marketable skills for job placement.

Scope. The ENCORE program at Charlotte Vocational Technical Center (CVTC) was targeted to the single parent/homemaker who was actively seeking employment but felt unprepared for career opportunities outside the home and was inexperienced in marketing him/herself.

Objectives. The overall objective of the ENCORE program was to prepare the single parent/homemaker for the world of work. This goal was accomplished through Employability Skills (20 hours); Assessment (8 hours); Personal Development (6 hours); Shadowing in Traditional and Non-Traditional Careers (12 hours); and Field Trips (2 hours). The total program was 48 hours of instruction.

Methods. The ENCORE program was a four-week, 48-hour course which met three days per week for four hours per day. The program ran three sessions during the 1986-87 school year--September, November, and March. The participants followed a detailed course schedule through classroom lecture, group activities, individual testing and assessment, and out-of-class assignments.

Results. The majority of clients were under 45 years old and had two or more children. Eighty-five percent earned less than $10,000 and 72% were single heads of household. Fifty percent had spent five or less years in the work force. Upon entering the program, the majority of the students did not have a career goal. After assessment, counseling, and career exploration, all 43 students had prioritized some career goals. Eight (19%) had committed themself to attend vocational skill training; fifteen (35%) had found employment; and the final 47% were in transition, i.e. seeking assistance in order to attend school, working in the Individualized Manpower Training Skills Lab (IMTS) to prepare for the GED examination and/or a CVTC program, looking for employment, or working with counseling or vocational rehabilitation services as a further support before seeking employment.

Highlights of Findings. Most of the participants had no vocational skill training or post-secondary education and needed information on current trends in the job market. All participants needed to develop job seeking and keeping skills. Most were hesitant to enroll in school due to lack of self esteem. The majority needed assistance with clothing, meal allowance, transportation and childcare in order to attend school.

Implications. These findings have led the coordinators to re-vamp the proposal for next year to include more learning activities directed toward career exploration, individual assessment, counseling, and self esteem.

INTRODUCTION

Scope. Charlotte County is experiencing a phenomenal growth rate which is expected to continue through the year 2000. As this county grows, more trained workforce will be needed. Statistics from the Women's Bureau of the United States Department of Labor in 1984 show that 59% of women with children under 18 are currently in the workforce.[1] Research also shows that 1/2 of all marriages entered into since the 1970's will or have ended in divorce. Thus, the fastest growing type of family in the United States is the female-headed family. Based on current trends, the lives of men and women are becoming very similar. Both will be workers outside the home for a majority of their adult lives. Both will be paarents. Both are likely to have more than one spouse during a lifetime.

Many of these single parents/homemakers will be thrown into transition from being a homemaker to being an active job seeker. Many will have no marketable skills in order to gain employment.

Through the development of the ENCORE program, CVTC aimed to reach this population of people who needed to learn job seeking and keeping skills, increase their self-esteem, and learn of career opportunities in traditional and non-traditional career paths.

The general program objectives of the 48-hour ENCORE program were:

The participant will:

1. Participate in a complete vocational assessment including tests such as the G.A.T.B., T.A.B.E. and/or Apticom (including an interest inventory).

2. Complete the CHOICES Computer Career Search guide booklet; do a computer search of careers; and work with a qualified CHOICES counselor to relate findings to specific career titles from the Dictionary of Occupational Titles. A determination of Holland Codes is also included.

3. List at least five sources of job openings.

4. Write a mailable letter of application for a job using the newspaper as the source of the job opening.

5. Write a personal resume and make multiple copies for distribution.

6. Make a list of factors to consider before accepting a job.

7. Complete a job application with 100% accuracy.

8. Make a "mock" telephone call to an employer to arrange a job interview.

9. Select appropriate clothing to wear for a job interview through a

simulated project using pictures of clothing and accessories.

10. Classify behaviors considered to be appropriate or inappropriate in a job interview.

11. Have a job interview which is videotaped, reviewed, and critiqued. Receive an "Acceptable" rating on each section of the critique sheet.

12. Make a list of appropriate and inappropriate behaviors on the job.

13. Identify solutions to problem situations on the job through group activities.

14. List factors to consider when resigning from a job.

15. Write a mailable letter of resignation from a job.

16. Write a mailable thank you letter for a job interview.

17. Complete an assertiveness training seminar with usable skills in asssertive behavior.

18. View videos and filmstrips which give ideas of career paths in non-traditional careers for men and women.

19. Explore different careers through shadowing on the CVTC campus and visiting local businesses.

20. Write a report on three different career paths with at least one in a non-traditional area.

21. Prepare a personal budget for a hypothetical household and analyze it in group discussion.

22. Complete the T.A.B.E., G.A.T.B. and/or Apticom Assessment test.

23. Attend classes on stress management, problem solving, and self esteem building and develop a personal plan for improvement.

24. Develop a career plan based on counseling from the Occupational Specialist at CVTC and other factors.

25. Become familiar with a job evaluation form and complete a personal rating sheet.

Limitations. The program was limited only in its financial status. Enrollment in the final class was large due to the involvement of the local WIN program. Families receiving AFDC benefits were required to attend ENCORE in order to become more employable. If additional funds had been available, an additional class could have been held to accommodate this program.

It also become evident that group dynamics played a key role in the weighting and/or time emphasis relegated to the various objectives.

Final Outcomes

1985-86 Grant Year

Three month Follow-up Survey

Number of participants	35
Number responding to survey	21
Percentage responding to survey	60%
Number attending school	8
Number employed	9
Number unemployed	4
Average wage	$4.29

One-year Follow-up Survey

Number of Participants	35
Number responding to survey	13
Percentage responding to survey	38%
Number attending school	3
Number employed	6
Number unemployed	4
Average wage	$4.79

1986-87 Grant Year

Completed Encore program	37
Attended Vocational training	8
Still enrolled in Vocational training	7

METHODS

The first step in the long process of program development was the preparation of an advertising brochure. (Attachment A) This brochure was developed and printed on the CVTC campus with the assistance of the Media Specialist.

The brochures were mailed to various community organizations such as vocational rehabilitation, WIN, ministerial associations, and JTPA. They were also placed at various locations on the CVTC campus. (Attachment B)

The application for the ENCORE program was included with the brochure. These applications were received by the program coordinator. As they were received, they were dated and a telephone call was made to the interested party. An interview was set up at that time.

The applicants were given a 15- to 30-minute interview with the coordinator during which time they completed the participant information form (Attachment C) and answered related questions. They were told that they would be notified within two weeks of their acceptance or non-acceptance into the program.

A CVTC committee then reviewed all application forms and selected 9 participants to complete the ENCORE program in September; 12 in November; and 22 in March. The committee was careful to determine if the applicants met the criteria of the grant and were viable candidates.

The applicants were then telephoned and told of their acceptance or non-acceptance into the program. They were given a start date and informed of dress standards for the program.

Much work was put into making this program professional. Each student was given a three-ring notebook which contained the program agenda, class list, various booklets, and pertinent handouts. (Attachments D and E) Each student was given a name tag to wear while on the CVTC campus and a parking permit.

As can be noted from the Agenda, the program was highly structured. Each of the 12 class sessions was four hours in length, including a 15-minute morning break and a 30-minute lunch break.

Each of the three classes was structured to meet the needs of the participants; however, the following sections will give a general overview of how the classes were structured.

<u>Session One</u> included an orientation to the program and handouts concerning the CVTC campus. The students were taken on a campus tour and were allowed to ask program instructors relevant questions concerning coursework. A pre-test was given to the participants and then they began the coursework through job search techniques, application procedures, a series of films, and interactive videotapes. (Attachments F through K)

Session Two included information on professional resume writing (Attachment L) and the preparation of a rough draft of a resume. The final part of Session Two was a lecture on Stress Management given by a CVTC nursing instructor with clinical expertise in Mental Health and Community Health Nursing. The students were given a chance for interaction and questions during this session. They were also offered the opportunity for a personal counseling session with the speaker.

During Sessions Three and Five, the students took the T.A.B.E. test and were counseled by the IMTS instructor and the Occupational Specialist. Those who wanted to prepare for the GED test were given further information from the IMTS instructor.

Session Four covered the completion of the typewritten resume and the introduction to the CHOICES Computer Career Search Guidebook. A Job Service of Florida representative who is out-stationed on the CVTC campus presented this session. The students completed the workbook in class and were allowed to ask questions about the services which Job Service of Florida offers to Charlotte County residents.

Session Six involved the students in a self esteem assessment. (Attachment M) An assertiveness training workshop was also conducted. (Attachments N through R)

Session Seven gave valuable information on how to dress for a job interview, how to prepare for a job interview, and how to make the interview a two-way communication. (Attachments S through Z)

After Session Seven, each student had an individual job interview with the coordinator of the program. The interview was videotaped, reviewed, and critiqued. Session Seven also began the course of "Getting Along on the Job." Emphasis was placed on dependability on the job, getting along with fellow employees, and job evaluations. (Attachments AA through EE)

During Sessions Eight and Nine, the students were allowed to select three CVTC programs to "Shadow." They were asked to select at least one non-traditional program. The shadowing experience included working with a currently enrolled CVTC student for one to four hours. The participant had the opportunity to observe the work the student was doing, ask questions about the program, speak with the instructor about course objectives and standards, and have hands-on experience with a related project. A report on the shadowing experience was given to the class. A written library assignment on a non-traditional career field was also included.

Session Ten's topic was "Problem Solving Skills." The students were given an opportunity to "let off steam" and discuss problems in their lives. Alternatives and possible solutions were discussed during group activities.

Part two of this session dealt with personal money management. The students were led through a hypothetical family budget and were then allowed to begin preparing a personal budget. (Attachments FF and GG)

Session Eleven examined the reasons for job changes, the proper way to make a job change, preparation of a letter of resignation, and handouts on career development. (Attachments HH through OO) A unit on "Evaluations on the Job" was included, and each student completed a self evaluation.

Session Twelve included completing shadowing assignments, videotaped interviews and CHOICES computer printouts. The participants were given the opportunity to evaluate the program (Attachment PP) and then had a formal graduation ceremony. The Center's Community room was reserved for the graduation ceremony with all students having a dutch-treat lunch together in a festively decorated setting. Following the luncheon, the students shared their thoughts about how ENCORE had helped them and what their plans were for the future. CVTC administrators attended this session and participated in presenting each participant with a framed graduation certificate. (Attachment QQ) The ceremony was closed with an inspirational reading by the program coordinator. (Attachment RR)

Advisory Committee

An Advisory Committee was formed to serve as a community liason for ENCORE. One meeting was held on January 22 with eight members in attendance. (Attachment SS)

Transportation

Through coordination with the WIN coordinator, a van was obtained to transport participants to CVTC.

Donations

A local businessman donated over seven dozen pairs of earrings and costume necklaces as an incentive gift for ENCORE students. Each received one pair of earrings upon graduation. Those with perfect attendance also received a second pair of earrings and a necklace.

RESULTS AND FINDINGS

The ENCORE program was successful in meeting its main objectives. Listed below is a documentation of the objectives and the percentage of participants who achieved these objectives:

1. Forty three (43) participants were selected for the three programs instead of the planned 45. (96%)

2. Thirty-seven (37) participants completed ENCORE (86%); six of those accepted for the program did not complete. (14%)

3. Of the six participants who did not complete, two left for a full time job; one left due to baby sitter problems; two due to illness; and one unknown.

4. Forty-three (43) completed job seeking skills. (100%)

5. Thirty-nine (39) completed job keeping skills. (90%)

6. Forty-three (43) prepared a resume and completed a "mock" interview. (100%)

7. Forty-three (43) completed assertiveness training. (100%)

8. Forty-three (43) counseled with the Occupational Specialist. (100%)

9. Forty-one (41) worked with the Financial Aide Officer. (95%)

10. Thirteen (13) were referred to JTPA for eligibility determination. (30%)

11. Six (6) were sponsored to attend CVTC through JTPA funding. (14%)

12. Twenty-seven (27) were referred to a Job Service of Florida representative for job referrals. (63%)

13. Three (3) were enrolled in an evening course at CVTC. (7%)

14. Eight (8) were enrolled in a full-time vocational training program at CVTC. (19%)

15. Thirteen (13) were placed in full-time employment. (30%)

16. One (1) received a CVTC scholarship. (2%)

17. Two (2) were placed in part-time employment. (5%)

18. Forty-one (41) completed the T.A.B.E. Test. (95%)

19. Forty-one (41) completed the CHOICES computer search. (95%)

20. Ten (10) attended IMTS lab to prepare for GED test and/or CVTC enrollment. (23%)

21. Twenty-six received child care allowance. (60%) (Attachment TT)

22. Thirty received clothing to wear to school from CVTC's clothing closet. (7%)

23. Forty-three (43) received a transportation allowance. (100%)

24. Forty-three (43) shadowed in a CVTC class in order to explore career opportunities. (100%)

25. Thirty-four (34) shadowed in a CVTC non-traditional career field program. (79%)

26. One (1) was referred to Vocational Rehabilitation. (2%)

27. Three (3) applied for Pell Grant. (7%)

28. One (1) referred to Mental Health. (2%)

29. Forty-three received free tuition and books for use in ENCORE. (100%)

30. Fifteen (15) had a free shampoo and set in CVTC's cosmetology department. (35%)

31. Eleven (11) attended ENCORE in conjunction with the WIN program. (26%)

In order to complete the analysis of this project, a three-month and a one-year followup survey will be sent to the participants. (Attachments UU and VV) The three-month survey for the September class has been mailed and the results are tabulated. The three-month followup for the November class was mailed in March; March class, in June.

The results of these surveys will be tallied and recorded in order to get a clearer picture of how well the objectives of the project were met.

The results of these surveys will contribute to the evaluation of attainment of the overall ENCORE objectives and updating of job placement and vocational training information.

The vital statistics of the participants in the 1986-87 school year are enumerated on Attachment WW. Attachment XX summarizes the participant outcomes.

Financial Report - 1986-87

Childcare	$1,525.00
Transportation	1,920.60
Tuition	516.00
Total Support Services	$3,961.60

CONCLUSIONS

The purpose of the ENCORE program was well served, involving forty-three of forty-five allotted positions. These forty-three participants were given ample opportunity to achieve all goals which the program set out to meet.

An encouraging statistic was that 100% of the participants completed the job seeking skills, prepared a resume and completed a "mock" interview, assertiveness training, counseled with the Occupational Specialist, received a transportation allowance, career exploration, received free tuition and books. Through these experiences all participants were given the opportunity to develop an awareness of career opportunities and to develop job search skills. In addition, the students were given information about attending vocational training and opportunities for financial assistance to attend school.

It can be conluded that the majority of the participants served under this project were white females who were the head of their household and were under the age of forty-five. The majority earned under $10,000 per year and had worked collectively less than ten years on an unskilled full-time job outside the home. Half of the participants held a high school diploma or a GED with the remainder having eleven or less years of education.

One objective of this grant was to gear the participants toward vocational training or immediate full-time employment. Emphasis also was placed on introducing participants to non-traditional career fields. Although there was success in having many participants enter vocational training (8) or enter employment (15), there was not success in gearing participant interest to non-traditional, higher paying jobs. As yet, none of the participants entered a non-traditional field of work or training.

RECOMMENDATIONS

In order to improve the project for the 1986-87 school year, the following recommendations are made:

1. Begin advertisements for the program at least two months prior to the program start date. (Attachments YY)

2. Arrange for more extensive assessment testing and make available more time for individual counseling of participants.

3. Place even more emphasis on non-traditional career exploration through organized shadowing experiences and guest speakers who are successful in a non-traditional career.

4. Involve more professional speakers in the areas of stress managment, problem solving, and building self esteem.

5. Allot more time in the program for one-on-one discussions between program coordinator/or designee and participants.

6. Continue meeting with the ENCORE Advisory Committee at least once per year.

7. Continue development of the ENCORE learning resource library.

8. Modify selected program materials into individualized modules to self-pace some programs content areas.

9. Continue working closely with the WIN coordinator in serving the most needy candidates.

10. Keep visible at the local state, and national levels through attending single parent/displaced homemaker conferences, submitting articles to various publications, and doing presentations to community groups. (Attachments ZZ and AAA)

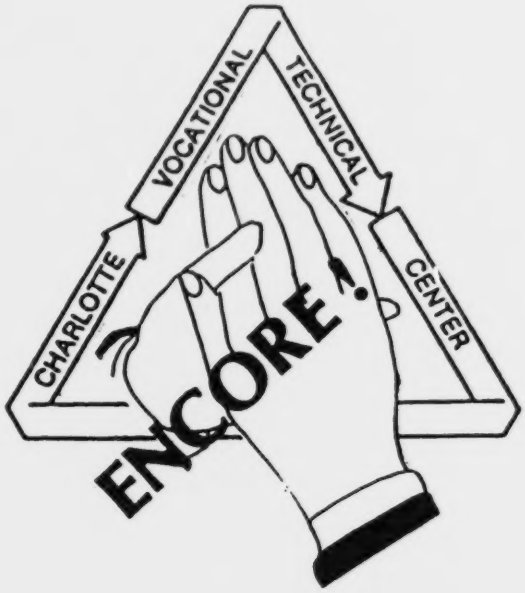
11. Form a liaison with community organizations and gain further support for the ENCORE program.

REFERENCES

[1]"Worker, Mother, Wife--The Future of Today's Girls," Women, Public Policy, and Development Project, The University of Minnesota, August, 1984.

APPENDICES

ENCORE Brochure
ATTACHMENT A



A JOB-READINESS PROGRAM

FEATURING:

--CAREER PLANNING

--PERSONAL DEVELOPMENT

--JOB SEARCH & SURVIVAL TRAINING

--JOB PLACEMENT ASSISTANCE

ATTACHMENT B

Community Based Organization List

Job Training Partnership Act Offices
Big Brothers of Charlotte County, Inc.
Labor and Employment Security
Center for Abuse and Rape Emergencies
Health and Human Resources Department
Job Service of Florida
Charlotte County Public Health
Vocational Rehabilitation
Food Stamps
Network for Women
Ministerial Association
Senior Community Service Employment
Parents without Partners
Adult Education Office
Rediscovery Program
Mental Health Clinic
Zonta
Charter Crossroads
Emotional Help Unit
Edison Community College
Port Charlotte Cultural Center
Social Security Office

ATTACHMENT C

~~Identifying~~
Number

DISPLACED HOMEMAKER PROGRAM

PARTICIPANT INFORMATION

1. Name _____

2. Address _____

3. City _____ 4. State _____ 5. Zip _____

6. Telephone _____
   Area Code Number

7. Age

   a. Under 35 _____

   b. 35-44 _____

   c. 45-54 _____

   d. 55-64 _____

   e. 65+ _____

8. Race/Ethnicity

   a. White _____

   b. Black _____

   c. Hispanic _____

   d. Native American _____

   e. Asian or Pacific Islander _____

   f. Other _____

9. Dependents

   a. Number _____

   b. Ages _____ _____ _____ _____

10. Education

a. 1-8 years _____

b. 9-11 years _____

c. High School graduate or equivalency _____

d. Years post high school _____

11. Income

a. Less than $5,000 _____

b. Between $5-10,000/yr. _____

c. Between $10-20,000/yr. _____

d. Between $20-30,000/yr. _____

e. Between $30-40,000/yr. _____

f. Over $40,000/yr. _____

12. Source of income (check all that apply)

a. Salary _____

b. Spousal support _____

c. Child support _____

d. Public Assistance _____

e. Social Security _____

f. Other _____

13. Employment history

a. Years spent as full-time homemaker _____

b. Years paid employment outside the home

1) 0-1 year _____

2) 2-5 years _____

3) 5-10 years _____

4) more than 10 years _____

c. Type of work _____

14. How did you hear about the program?

ATTACHMENT D

ENCORE!

February 1987

1. Denise Bosh
2. Sandra Cokonougher
3. Patricia DeLissio
4. Twila Doughty
5. Ann Evans
6. Sharon Hines
7. Dollie Hubbard
8. Sandy Lussenden
9. Juliet Madden
10. Juanita Marion
11. Diane McCoy
12. Nina McDowell
13. Sarah Merino
14. Joan Mess
15. Ha Pawelek
16. Thelma Picton
17. Deanna Quillen
18. Daisy Reeves
19. Karen Van Wagner
20. Juliette Walker
21. Wanda Waugh
22. Ethel West

ATTACHMENT E

ENCORE! SCHEDULE
February, 1987

Class	Content	Presenter	Date	Location
1.	Overview/Open House	C. Gorton	2/12	Bldg. F
2.	Job Search/Assertiveness	C. Gorton	2/13	Bldg. F
3.	Careers/Financial Aide	D. Santello W. Hoeben	2/17	A-124
4.	Job Applications/CHOICES	D. Walters	2/19	Bldg. F
5.	Job Interview	C. Gorton	2/20	A-124
6.	Resume Writing (8:30) Non-Traditional Careers (10:30)	D. Walters J. Willis	2/24	A-124
7.	Shadowing in CVTC classes	C. Gorton	2/26	Bldg. F
8.	T.A.B.E. Assessment	D. Svirskas	2/27	IMTS Lab
9.	Human Relations on the Job (8:30) Job Survival (10:30)	J. Willis C. Gorton	3/3	A-124
10.	Communications at Work	C. Gorton	3/5	Bldg. F
11.	Financial Planning/Job Changes Evaluations	C. Gorton	3/6	Bldg. F
12.	Professional Image (8:30) Stress Management (10:30)	M. Curby Y. Betres	3/10	A-124
	GRADUATION CEREMONY (12:00)	All presenters	3/10	Bldg. H

Classes meet from 8:30 until 1:00 on Tuesday, Thursday, and Friday.

Break: 10:15 - 10:30

Lunch: 12:15 - 12:45

Travel vouchers are due on Tuesday of each week.
Childcare vouchers are due on Tuesday of each week.
Reimbursements for travel and childcare will be given on February 27, March 13, and March 27.

ATTACHMENT F

EMPLOYABILITY SKILLS
PRE-TEST

Student Name_____

Circle T for True or F for False

T F 1. Though there are thousands of different jobs, there are basically two types of jobs--skilled and unskilled.

T F 2. Unskilled jobs are those which require formal education or special training.

T F 3. Mostof us expect to receive money from a job.

T F 4. When using the telephone to followup a job lead, you should always identify yourself to whomever you are talking.

T F 5. You should include your resume with a letter of application.

T F 6. All job applications are the same.

T F 7. Open-ended questions on a job application require a simple "yes" or "no" answer.

T F 8. During the interview, it is necessary for you to emphasize the things that you can't or won't do if employed.

T F 9. If you are not offered a job at the conclusion of the job interview, it is not necessary to thank the interviewer.

T F 10. Some employers may ask you to take a pre-employment test so they can learn more about your abilities and skills.

T F 11. It is not necessary to write a follow-up letter to an interview--if you don't think you will be offered the job.

T F 12. After you have completed a job application, gone for an interview, taken a pre-employment test, written a follow-up letter and called about the job, the company is then under more of an obligation to hire you than other prospective employees.

T F 13. It is best not to ask any questions the first few days on the job.

T F 14. The first task of any new employee is to socialize with his/her co-workers.

T F 15. Unless you make more than $500 per week, it is not necessary to develop a personal budget.

T F 16. Your co-workers will look up to you if you are the boss's favorite.

MULTIPLE CHOICE

:cle the letter next to the correct answer.

1. When is the best time to establish your life and employment goals?

   a. When you have finished an employability skills training program
   b. Five years from now
   c. As soon a possible
   d. When you have finished school

2. Which of the following is an un-skilled worker?

   a. lawyer
   b. stock clerk
   c. Doctor
   d. Nurse
   e. None of the abo ve

3. Which of the following items of information will you usually find in a newspaper help wanted ad?
   a. kind of job
   b. location of job
   c. skills required
   d. rate of pay
   e. all of the above

4. Which of the following best decribes the type of clothing you should wear when making a personal visit to the location of a job opening?
   a. A party dress or suit
   b. The same type clothing you would wear if you were to get the job
   c. It does not make any difference
   d. Any type of "Flashy" clothing that is high fashion

5. You were unemployed for six months between your present job and your former job. How should you include those six months on the work history section of your resume?
   a. Use the year dates only, i.e. 1982-83, in hopes no one will notice
   b. List specific dates of employment
   c. List your preent job as beginning six months earlier than it actually did
   d. None of the above

6. You should plan on getting to the interview:
   a. Ten minutes early
   b. At the exact time of your interview
   c. Five to ten minutes late so the interviewer will remember you
   d. At least 30 minutes early

7. Since you might be a little nervous during a job interview, which of the following things should you do to calm yourself?
   a. Smoke or chew gum
   b. try to relax
   c. play with the objects on the interviewer's desk
   d. look away from the interviewer so that you won't be nervous

8. During a job interview, you might be asked to evaluate your performance at your previous job. If so, what would you say?
   a. I believe that I did a good job, but my supervisor could give you a more unbiased viewpoint
   b. I know I did a good job, because I was always tired at the end of the day
   c. I did a good job, but my supervisor did not recognize it.
   d. I did a good job because my co-workers were constantly congratulating me on getting my work finished early

9. Which of the following should you NOT do if you wish to establish good working relationships with your co-workers?
   a. present a good appearance
   b. be friendly
   c. be loyal to the employer
   d. stay on break longer than allowed to socialize

10. You have worked 40 hours this week. You are paid $6.25 per hour. You deductions total $72.50. What is your salary?
   a. $250.00
   b. $177.50
   c. $260.00
   d. $322.00

11. Which of the following should be included in the work history section of your resume?
   a. type of job
   b. name and address of employer
   c. dates of employment
   d. volunteer work you have done
   e. job while in the military
   f. All of the above

12. Which of the following things should you NOT do before leaving a job interview?
   a. make sure you understand the particulars about the job
   b. make sure the interviewer does not have any additional questions about you and/or your ability to do the job
   c. make sure you understand what the interviewer wants to do regarding notifying you about the job
   d. make sure you insist that the interviewer call you as soon as a decision has been made

COMPLETION

Answer the question in the space provided.

1. What are life and employment goals? (3 pts.)

2. Name at least four ways to find job openings. (4 pts.)

3. To save space and keep the cost of the ad low, many newspapers will often abbreviate words in "help wanted" ads. Complete the blank with the correct word for which the abbreviation stands. (3 pts.)

   FB_____

   EXP_____

   INT_____

4. List three ways to follow up a job lead. (3 pts.)

5. Why is a personal visit the best way to follow up a job lead? (3 pts.)

6. List the four major sections of a resume. (4 pts.)

7. How should you be dressed for a job interview? (3 pts.)

8. List four expectations an employer might have of an employee. (4 pts.)

9. What is the difference between gross pay and net pay? (3 pts.)

10. How do you figure net pay? (3 pts.)

11. What is a budget? (3 pts.)

12. List five or six items that would be necessary on your monthly budget. (4 pts.)

13. When a job application asks "Salary Expectations" you would write _____.
(4 pts.)

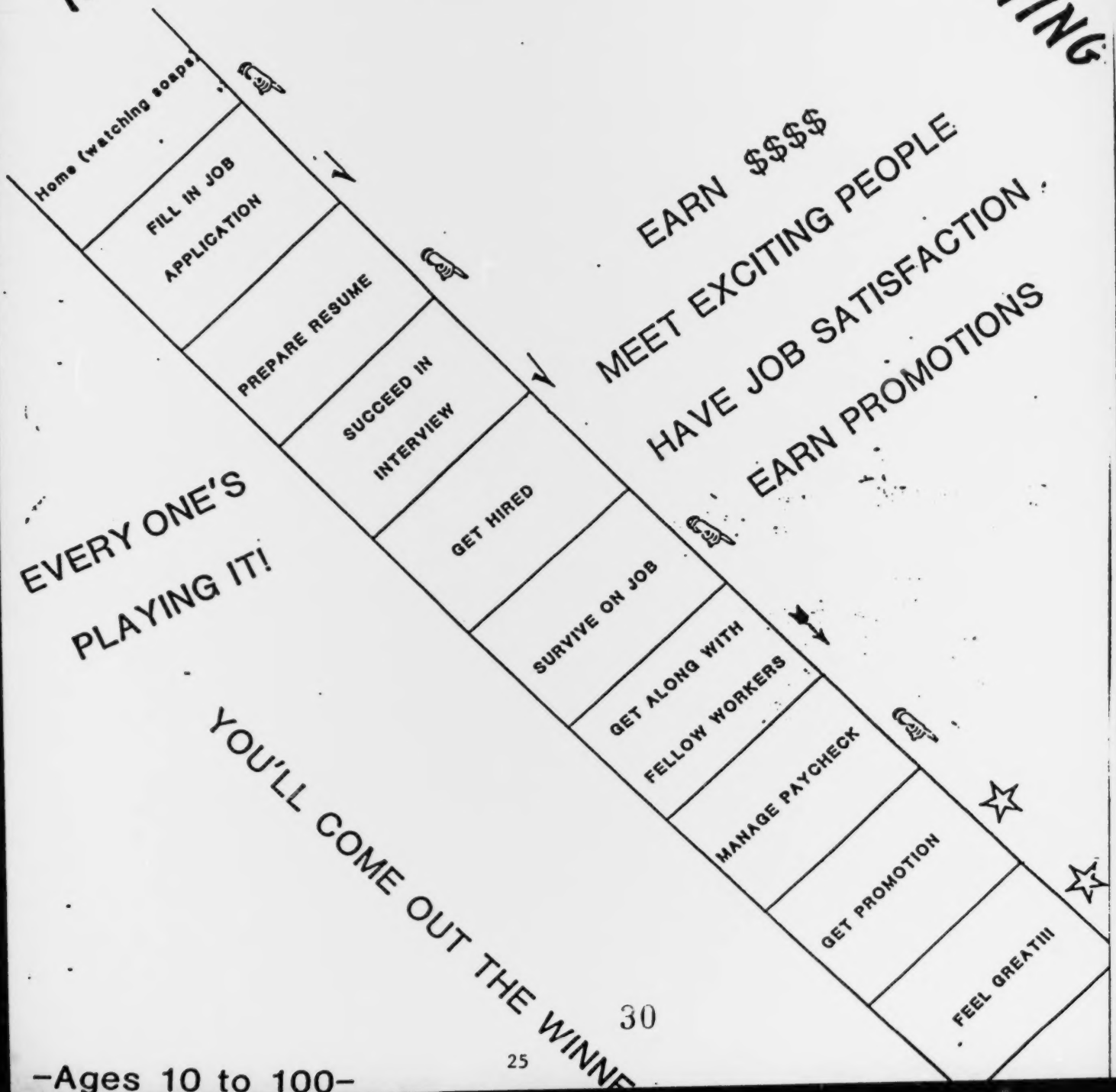
ATTACHMENT G

☆☆ THE JOB GAME ☆☆

NEW

HOURS OF FUN!!!

EXCITING



EARN $$$$

MEET EXCITING PEOPLE

HAVE JOB SATISFACTION

EARN PROMOTIONS

EVERY ONE'S PLAYING IT!

YOU'LL COME OUT THE WINNE

-Ages 10 to 100-

BEST COPY AVAILABLE

ATTACHMENT H

YES ... WE TAKE VISA AND MASTERCARD!

LOOKING FOR A job?

8—HELP WANTED

EXPERIENCED HAIR DRESSER needed for a fast growing salon in a busy shopping center, some clientel preferred. 627-5004 r 627-4131 for appt.

ELP WANTED, waitesses. Experience ecessary. Apply in person the American Legion 52 Harbor Blvd. See Bill.

WANT TO MAKE
Your Day
"SUNNY - SIDE UP!"
cellent position. Im mediately available for a de "A" breakfast cook. perience a must! Top art
629-5600

CHANIC,- FULLY EXRIENCED in all phases automotive repairs in ing electronics. Top . Apply Quillins Auto vice, 120 E. Ann St., P.G.

ED ca ter, electri- part-time.

. .ERSONS, dish ers & maids needed. y in person, NO NE CALLS, Ramada 400 Tamiami Tr., Pt. otte.

BER STYLIST d, full-time, in Pt. otte. Days, 624-2505, 25-3981.

. OF NATURAL rces - secretary - high diploma or equiva yrs. of secretarial ex ce, 35 wpm, admin ve experience & dge of environmen ues helpful. Send to 7451 Golf Course .G. Fla. E.O.E.

COM S.W. Floridas communications y is seeking a self ed outside sales or the Punta Gorda, rlotte areas. Must roven track record de sales Salary, sion, auto allow ompany benefits 2148 Mon.-Fri., 8 to pt. for interview . 312 Cross St., rda, Fla

ME PERSONAL ervisor applica tly being bove posi requires Fla LPN with supervisory in elderly elated facility Good salary & fr pkg incl Apply with resume, Center 2500

8—HELP WANTED

LOT PORTER - Some mechanical knowledge preferred, 40 hr. week minimum wage, drivers license mandatory. Apply to Stan Johnson, Marlow Pontiac.

OVER $3,000 MONTH commission - Leads for Accident & Health Agents. Dial 629-2175.

TEXAS OIL COMPANY needs mature person for short trips surrounding Charlotte County. "Commission building maintenance products sales" Contact customers. We train. Write P.S. Dickerson, Pres., Southwestern Petroleum, Box 789, Ft. Worth, TX 76101.

WE WANT YOU!
Looking for a stable position? Benefits? Guaranteed tips? The Isles Yacht Club needs waiters or waitresses for both day & night positions. A bartender, a pt. time cocktail waitress who knows drinks. Also a day bus person. Preferrably a male. Apply in person. 1780 West Marion.

SEVERAL AVAILABLE openings for Christian ladies who have a special love for children. Full or pt-time. Contact New Life Day Care & Pre-school of First Christian Church at 627-5101.

EXCELLENT CAREER SERVICE
benefits with the State of Florida. Applications are being accepted for the following positions: SECRETARY One year of secretarial or clerical experience and attainment of a typing score or at least 35 correct words per minute on a typing test and attainment of a dictation score of 80 words per minute on a shorthand test. A high school diploma or its equivalent can substitute for the required work experience. Annual salary $8,915.76 $14,073.12 CLERK TYPIST Six months of secretarial or clerical work experience, and attainment of a typing score at least 35 correct words per minute on a typing test A high school diploma or its equivalent can substitute for the required work experience Annual Salary $8,143.20-$12,757.68 FOOD SERVICE ADMINISTRATOR Four years of food service experience College education can substitute for

8—HELP WANTED

TELEPHONE RECEPTIONIST, ACCOUNTS RECEIVABLE CLERK TYPIST: The Daily Herald News is now taking applications for an accounts receivable clerk. Person must be good typist, accurate with figures, enjoy working with public. Good company benefits & working conditions. Apply in person to Daily Herald News, 114 W. Olympia, Punta Gorda, Fla.

CABINET BUILDER experienced only. Pay based on experience. Call 639-3744.

10—BUSINESS OPPORTUNITIES

FREE RENT FOR TYPING SERVICE, 18 unit office complex seeks local typing service to assist new tenants needs. Neat opportunity. Call Freedom, 1-755-3055.

MOST SUCCESSFUL Sub Shop in Charlotte County. Impressive sales curve, great family business drive thru - Graveson Realty Inc. Realtors, 625-6161, 625-1094.

FREE RENT
for typing service. A team unit office complex seeks local secretary service to assist new tenants needs. Neat opportunity. Call Freedom Realty & Invest. 1-755-3055, 639-6002.

ESTABLISHED trophy & award business seeks working partner. Investment required, serious inquiries only. Reply to Box J-3 C/O Daily Herald-News P.O. Box 1808, Punta Gorda, Fl. 33950.

12—APARTMENTS FOR RENT

CEDAR WOODS CONDO for rent, unfurnished 2 bedroom, 2 bath, $400/mo. 1 yr. lease First, last & security deposit Call 625 6165 or 627 0170

Efficiencies & apts clean, attractive and completely furnished, satellite TV Jo El Motel, 639 1532

EFFICIENCY APARTMENTS FOR RENT AND HOUSE TRAILER Security required. No dogs & cats Trail Apts., 11021 Tamiami Trail, 639 2006.

LARGE 1 BDR. APT with lanai, swimming pool and large club house. Furnished or unfurnished, yea lease, by month or sea 639 0669, 639 5331, 627 006.

MONTHLY, SEASONAL OR YEARLY

12—APARTMENTS FOR RENT

WILSON REALTY APT. FOR RENT. Ask for Joann, 629-6624.

LARGE ONE BDR., one bath Villa completely furnished, washer & dryer, pool & clubhouse, weekly or monthly. 627-0087.

NEW FURNISHED apts. Studio, 1 bdr. or 2 bdr., weekly, monthly. Season or yearly. 48 ft. pool, clubhouse, putting green, shuffleboard, convenient location. 639 0463, 639 5331, or 1 922 5378

2 BDR. OR. 1 bdr. & loft overlooking beautiful Charlotte Harbor. Spiral staircases, appliances, carpeted, individual patios. Yearly lease 637-1986 days, 627-5907 eves

NEW 2 BR., 1 BA., unfurnished condo. Walk to everything at Punta Gorda CrossTrail Shopping Plaza. Available Jan. 1. No pets. Child O.K. First, last & security. $350 month & utilities. Call 629-2147.

FURNISHED APT. Clean and spacious. Air & heat. $245/mo. adults. No pets. Yearly lease. 629-0585, 625-5673.

AVAILABLE IMMEDIATELY, seasonal, completely furnished, very clean, 200 ft. pier, Emerald Pointe area, also apt. avail. for January. 637 8716.

SMALL one bedroom apt. in country. (near Deep Creek) $300 mo. utilities paid. 625-4047 after 4 or weekends.

FURNISHED, clean, efficiency, $75/wk., including utilities. Call 639-2933.

SEASONAL Rental, 2 bdrm., 2 ba., beautifully furnished condo in P.G.I. Waterfront w/pool, beautiful view, $1,000/mo., utilities furnished No pets Available Jan thru April, 637 6198 after 5 p.m.

2/1, LANAI, PATIO excellent condition, near shopping, $365/mo., first, last. Call 637 6745

GREAT LOCATION in Punta Gorda 1 bedrm apt partially furnished Adults only, no pets! Seasonal or long term 637 0242

P.G.I. UNFURNISHED CONDO 2 bdr., 2 bath, pool & beautiful waterfront location $375/mo Buelow Realtices, 625 3131

CONDO 2 Bd., 2 Ba. furnished, pool on water Adults no pets

14—HOUSES FOR RENT

The Top of the Line
In Punta Gorda & Port Charlotte. Furnished & unfurnished.
629-8190
S.W. Gateway Inc. Realtor.

Furnished or unfurnished 2 & 3 bedroom homes & Condos in Port Charlotte & Punta Gorda, some waterfront. $300 a month and up.
BUELOW REALTY
Services, Inc. Realtors
625-3131

Good selection of one & two bedroom homes, one & two baths. Some furnished. Call Paul at 629-6618.

AMICK REALTY, INC.
REALTORS
Call our rental department for your rental needs.
629-1144

99% OF ALL my rental units are rented. If you need professional management for your vacant units, call Jim Norris, Elliott Real Estate, 625-5225.

PT. CHARLOTTE off Harbor Blvd. 2 bdrm., 2 ba., CHA, refrig., $375/mo. 1st, last & security. 629-5583.

UNFURNISHED HOUSE in Pt. Charlotte, 3 bdrm., 1 ba., living room, family room, W/D, carport, no pets. 1st, last & security. 625-4534.

CHARLOTTE HARBOR, furnished, near everything, clean, one bedroom, utilities included, adults, lease. $350/mo., first, last, clean-up. 629-6155. Sleeping efficiency available.

CLEAN 3 Br., 2 full Ba., living rm., dining rm., kitchen, family rm., 2 car garage, washer/dryer, dishwasher, refrig., satellite TV system, drapes & curtains, city water, kids & one dog OK, unfurn $475/mo 625-0486.

UNFURNISHED, MID WAY AREA, children welcome, lease $500/mo 3 Br., 2 Ba., lanai, garage 625 0659

2 BDR., 2 bath, garage, lanai, in town, quiet street, no pets, $350/mo., Exec class P.G.I. 2 bdr./2 ba., den, 2 car garage, pool, cul de sac, no pets, $550/mo., annual lease, avail Jan 15th Gravesen Realty Inc., Realtors, 625 6161

14—HOUSES FOR RENT

WATERFRONT
2 bedroom home seawall & dock is available at $350. mo This home features c air & heat and a conv location near I-75. R Call George Se Realtor-Associate. Florida Home Finder Realtor 629-1121. hours until 9 p.m. 62 New 1, 2, & 3 bedroom Condominiums available also

AVAILABLE WINTER DELUXE, 2 ROOM, 2 BATH Florida room, $1,000 n including utilities a BEDROOM, 2 BATH S WATER FRONT hom month plus utili Available Immedia CALL CAROUSEL R TY, REALTOR, 62 OR 629-6221 AF HOURS 629-6020.

2 BDRM. unfurn house. $300 mo. inc water & lawn care. 1st Corner house of Oak Seneca, Charlotte Ha 629-1653.

15—HOMES-APARTMENTS SHARED

ROOMMATE WAN clean & dependable, child OK, $65 per wk., home in Pt. Charl 627-4008 or 629-5267.

16—MOBILE HOMES FOR RENT

CLEAN, FURNISHED units. Available we monthly & seasonal, children, Alligator Ho 112 Alligator Park. 637 or 637-8223.

18—MOBILE HOME LOTS

MOBILE HOME LO Excellent location, clo shopping & Punta Go Cash or terms, 627 6501

19—BUSINESS SPACE FOR RENT

BRITT'S PLAZA, ne Firestone, (Pt. Charlo 1,600 to 9,000 sq. ft. Call Lynn, Ft. Myers, 481 12

PLAZA CAMILLE fice/store space in P Gorda for lease $274 last month free. Call E Real Estate, 625 5225.

800 sq. ft., warehouse air conditioned off $250/mo.

BEST COPY AVAILABLE

CLASSIFIEDS

Call 639-2151 Today!

ASK ABOUT OUR ACTION ADS

3 LINES 3 DAYS $3.00

PLICATIONS
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8—HELP WANTED

REAL ESTATE SALES

Century 21

FULL TIME people needed for busy office. If you think you are worth more than you are presently earning, call us today. Take advantage of our generous commission plus bonus system. Be part of the nations No. 1 seller of Real Estate. We have the best training programs & marketing tools in the industry. We have openings in both our residential & commercial depts. Call 625-6120 today for a confidential interview. Set your sights on a truly rewarding & profitable new year.

Call Century 21
Aaward Associates
625-6120

CERTIFIED NURSES AIDES

1 hour to 12 hour shifts available. Must have phone and reliable transportation. For more information call Florida Health Care, 625-5502.

CIVIL & STRUCTUAL Engineer designers and draftsmen needed by Englewood Based firm. Good benefits with salary, commensurate to experience. Also survey draftsmen. Call Dr ers McLeod & Associates In. 627-0599.

EXPERIENCED CERTIFIED DENTAL assistant. Call for interview, 627 6300.

INSPECTOR Needed to work for a property mgmt co Excellent benefits and compensation package Must possess good typing & communication skills. Call 629-1121. Ask for Joe Vitello, Realtor.

UTILITY & BUS PERSONS

Day & night shifts available Apply in person only. Jeromes Howard Johnsons Rest., between the bridges in Punta Gorda

WANT A REAL ESTATE CAREER

Call Florida Home Finder's to find out how well we compare

KIT 'N' CARLYLE ©by Larry Wright

8—HELP WANTED

MANAGEMENT TRAINEES

Major fast food franchisee looking for a few good people in Charlotte & Lee Counties. Candidates must be willing to work all schedules, able to motivate others and like dealing with the public. We are an expanding company with opportunity for those who are willing to take charge. Send resume or information about yourself to D-S c/o Daily Herald-News P.O. Box 1808 Punta Gorda, Fl. 33950.

NEEDED AUTOMOTIVE TECHNICIAN with own tools. Call 639-5553 evenings & weekends 629-0586.

DENTAL HYGIENIST full or part-time, fringe benefits, paid vacation, pleasant office 639 1174

GENERAL ASSIGNMENT REPORTER needed Must be able to operate a camera. Contact George Collins, managing editor, Daily Herald News, 639 2151.

McDONALD'S I 75 & Jones Loop Road, now hiring for day & night shifts Apply in person only 9-11 or 1-4, Mon Fri.

BEAUTICIAN with following needed. New shop, Port Charlotte. Interviews kept confidential 65% commission 674 2505 days 625 3981 eves

WANTED enthusiastic

8—HELP WANTED

HOLIDAY INN of Punta Gorda now hiring night cleaning person for 11:00 p.m.-7:00 a.m. shift. Must be dependable & have working references. Apply in person between 2 & 5 p.m. to Gary Neel, 300 Retta Espanade, P.G.

TELEPHONE WORK, permanent, part-time. Mon. thru Fri. 9 to 1, salary plus bonus. Retirees welcomed. 639-4645.

CASHIERS & WAITRESSES

Immediate full-time Opening
$4.75 per hour for cashiers, must be over 18.
Apply in Person
12 to 10 p.m.
GOLDEN CITY CHINESE RESTURANT
4516 Tamiami Trail

ASST. COLLECTION MGR

MEDICAL BUSINESS OFFICE

Busy, growing developing new office system needs intelligent, efficient asst collection mgr Must have pleasing personality Needs to be able to talk on phone, type, compose letters Excellent salary, plus many fringe benefits generous pension plan (25% of base salary) insurance; etc S: to Box 32, c/o aid News, P O ... Punta Gorda, Fl 33950 Include last 2 jobs with supervisor &

8—HELP WANTED

NURSE AIDES

Needed Immediately for Home Care. Call...
UPJOHN HEALTH CARE SERVICES
629-4066
E.O.E.

TRUCK TIRE MAN WANTED

APPLY AT
DON OLSON FIRESTONE
3543 TAMIAMI TR., P.C.

BUSERS NEEDED - apply in person at Riverhouse Restaurant, 5114 Melbourne St., Charlotte Harbor.

INSULATION INSTALLER NEEDED - Florida Chauffeurs license required. Call for appt., Davidson Insulation, 629-7292.

KINGSWAY COUNTRY CLUB now hiring line cooks & bus help. Apply in person, Mon. thru Fri. 10 a.m. - 4 p.m.

HOSTESS, CASHIER, full or part-time. Apply in person at Black Forest Buffet Restaurant, 2360 Tamiami Trail.

DIALING FOR DOLLARS

EASY PHONE SALES

We will teach you to earn up to $400 wkly, working in our Pt. Charlotte office, 9-4, Mon.-Fri., no nights, no holidays, no exp. nec. We train. 1-494-1559 or 624-0055.

BREAKFAST COOK

Full time position available for cook with 2 yrs institutional restaurant experience Excellent Salary and benefit package Call Kathy Bell 627 2526 1 00

SAINT JOSEPH HOSPITAL
2500 Harbor
Port Charlotte, FL

PART-TIME Certified Nurses Aides for personal care in home Must have car, 1 yr hosp, nursing home or home house exp Available weekends

8—HELP WANTED

EXECUTIVE POSITIONS AVAILABLE First Florida Land Corp. Now interviewing for Professional Real Estate People: Company with experienced owners in Real-Estate development, construction and sales. Send resume or call Jim Montgomery, Broker, for appointment at 639-3252, P.O. Box 512293, Punta Gorda. Florida Real Estate License Required -- All inquiries will be kept confidential.

HOLIDAY INN of Punta Gorda now accepting applications for front desk clerk. Experience preferred. Apply in person between 1 p.m. and 4 p.m.

CASHIERS NEEDED Full-time & pt.-time. Apply in person between 2 p.m.-4 p.m. at the Gulf Coast Welcome Center, I-75 & Exit 28. NO PHONE CALLS!

EXPERIENCED COMPUTER OPERATOR - apply at office, Don Riggs Concrete, 2400 Tamiami Trail, Pt. Charlotte.

REAL ESTATE SALES & management to develop commercial sales team in Charlotte County. Freedom Realty & Invest. Corp., 1-755-3055, 639-4002.

R.N.'S
L.P.N.'S, C.N.A.'S
LIVE IN'S
ANCILLARY PERSONNEL

Start 1986 out as part of a professional team. CALL NOW for temporary and permanent placements.

JOIN US!
629-1166

DENTAL TEAM SEEKING an exceptional person for our progressive office We value superior organizational & administrative skills. We focus on warmth, caring and expert communication with our clients. We emphasize personal development, through continuing education, full participation with the other members of our team & high involvement with our clients. Although previous experience in Dentistry is not essential, we believe the applicant should be career minded, personally stable & health centered in their lifestyle If you are searching for a real opportunity

WHICH LETTER GETS THE JOB?

The clear-cut cover letter

"The cover letter is my initial introduction to the applicant," explains Jean Carr. "You should include it with your résumé, briefly explaining your background and telling why you want the job." To help you write the most effective cover letter, check our samples and follow these guidelines. • Tailor your letter to the job you want. State the position for which you are applying and give a brief work history, focusing on relevant accomplishments. • Highlight your major duties or projects. • Mention any pertinent facts about yourself: Are you changing fields? Going from part-time to full-time work? • Never send a form or photocopied letter. It implies that you're not really enthusiastic about the job. • Never send a handwritten letter. This is unprofessional. • State your intention to make a follow-up call after a certain period of time.

The job clincher!

A thank-you note following an interview is as crucial as your cover letter. Our panel said a follow-up note really influences them, yet only 2% of applicants send them! Simply write a brief note, by hand, expressing appreciation for the interview and interest in the job.

1

108 E. Main St.
West Hargrove, Ohio 44404
614-555-1234

July 2, 1985

Ms. Kay Jones
XYZ Company
New York, New York

Dear Ms. Jones:

Over the past 12 years, I've held three challenging secretarial jobs, which required top-notch office skills, organizational abilities and common sense. I am currently working part-time as a secretary/receptionist in a busy doctor's office, where my responsibilities include heavy public contact and making quick emergency decisions.

I'm now looking for a full-time position as an administrative assistant in a company with career advancement possibilities. In response to your company's June 30th advertisement, I'm writing to apply for the position of administrative assistant to the vice president of advertising. I am very interested in that position or any other similar job opening you may have. My background includes work at WXXX radio where I was responsible for keeping track of the public service announcements and advertising business. My resume is enclosed.

If my qualifications suit your company's needs, I would like to set up an appointment for an interview. My telephone number is 614-555-1234. I will follow up with a phone call within a week. I look forward to meeting you.

Sincerely,

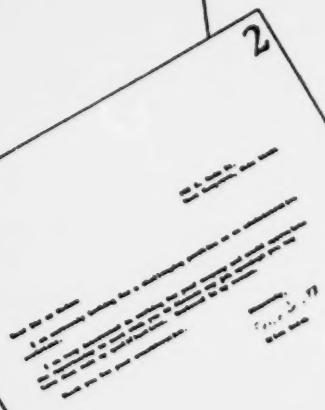
Ellen Smith

Ellen Smith

The winner

#1 "Impressive!" everyone commented. This letter sums up Ellen's work history and how it relates to the job advertised. Strong opening paragraph stresses major responsibilities. More pluses: She wants a full-time job; mentions "career advancement possibilities," indicating her interest in more than a 9-to-5 routine. Stating that she will follow up with a phone call is another sign of motivation.

2



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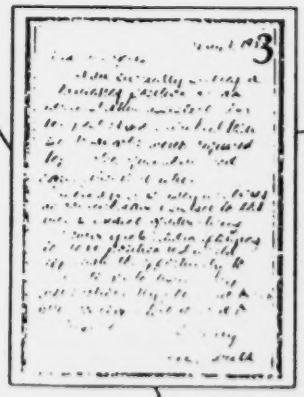


The losers

#2 "Too impersonal." This form letter is not tailored to this job; tells nothing about Ellen's work history. "Shows no interest in the job," said our judges.
#3 "Not appropriate." A handwritten letter does not present the image of someone with "top-notch office skills." Makes no direct reference to advertised position. More background than letter #2, but not enough.

ATTACHMENT J

PERSONAL DATA SHEET
OF

_____
Name

_____
Phone

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE _____ SOCIAL SECURITY NUMBER _____

NAME _____
LAST FIRST MIDDLE

PRESENT ADDRESS _____
STREET CITY STATE

PERMANENT ADDRESS _____
STREET CITY STATE

PHONE NO. _____

IF RELATED TO ANYONE IN OUR EMPLOY, STATE NAME AND DEPARTMENT _____ REFERRED BY _____

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____ IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER _____

EVER APPLIED TO THIS COMPANY BEFORE? _____ WHERE _____ WHEN _____

LAST FIRST MIDDLE

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DATE GRADUATED	SUBJECTS STUDIED
GRAMMAR SCHOOL				
JR. HIGH SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

WHAT FOREIGN LANGUAGES DO YOU SPEAK FLUENTLY? _____ READ _____ WRITE _____

ACTIVITIES: CIVIC, ATHLETIC, ETC. _____
(INCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, SEX, MARITAL STATUS, AGE, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.)

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST.)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				
FROM TO				

REFERENCES: GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

PHYSICAL RECORD: (IT IS UNDERSTOOD THAT ONLY JOB-RELATED DEFECTS MAY BE USED TO DENY EMPLOYMENT TO AN APPLICANT.)

LIST ANY PHYSICAL DEFECTS

WERE YOU EVER INJURED? GIVE DETAILS

HAVE YOU ANY DEFECTS IN HEARING? IN VISION? IN SPEECH?

IN CASE OF EMERGENCY NOTIFY

NAME ADDRESS PHONE NO.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

DATE SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY DATE

REMARKS:

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	

HIRED FOR DEPT. POSITION WILL REPORT SALARY WAGES

APPROVED: 1 EMPLOYMENT MANAGER 2. DEPT. HEAD 3. GENERAL MANAGER

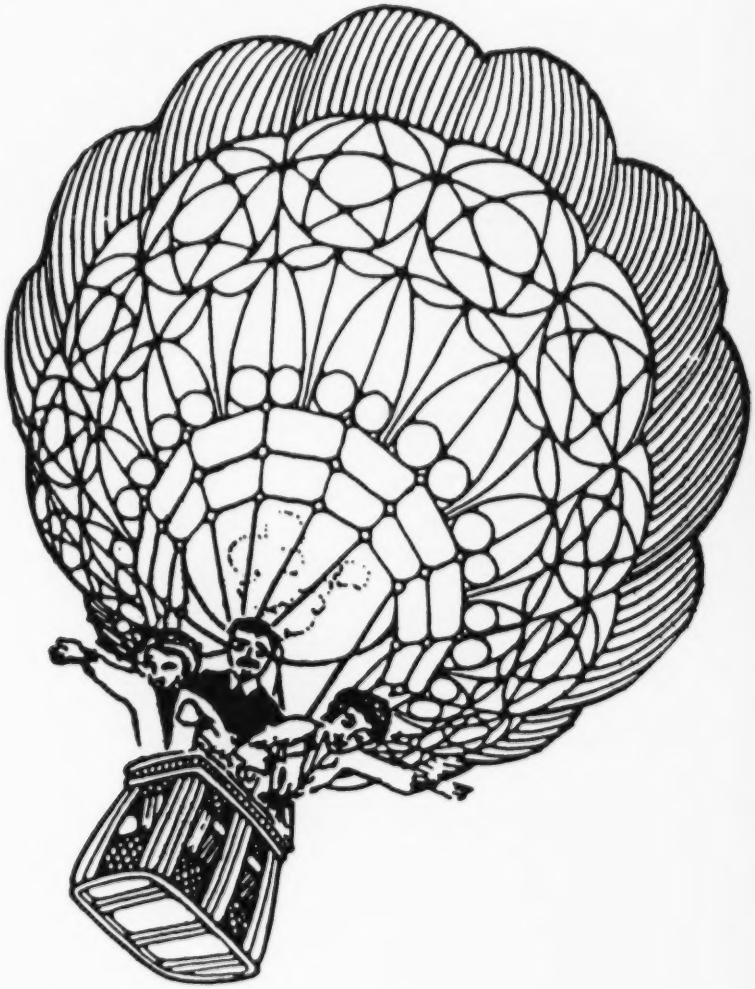
ATTACHMENT L

THE RESUME:

YOUR TICKET TO

YOUR

"CAREER FLIGHT!"



- Why a resume?
- How to develop a "perfect" resume.
- Innovative resume styles and formats.
- Resume ideas for the "over 40" job seekers.

Prepared by:

Student Services
Charlotte Vocational Technical Center
18300 Toledo Blade Blvd.
Port Charlotte, FL 33948-3399

ATTACHMENT M

Here are fifty statements that most people could make about themselves from time to time. Indicate how often each statement would hold true for you by giving it a mark from:

ALWAYS - (4), USUALLY - (3), OCCASIONALLY - (2), RARELY - (1), NEVER -(0)

_____ 1. If I were a member of the opposite sex I would find me attractive

_____ 2. I feel well dressed.

_____ 3. I enjoy being seen in a bathing suit.

_____ 4. I like being seen at parties.

_____ 5. My weight is pretty close to where I want it.

_____ 6. I like looking at myself in a full-length mirror.

_____ 7. I enjoy new clothes.

_____ 8. If someone hurts my feelings, I tell them so.

_____ 9. I have an excellent outlook towards the future.

_____ 10. I feel important.

_____ 11. I can handle my own in a conversation.

_____ 12. People value my opinions.

_____ 13. It takes a lot to discourage me.

_____ 14. I am in a good mood.

_____ 15. I am energetic.

_____ 16. I enjoy work.

_____ 17. I can laugh at my own mistakes.

_____ 18. I feel intelligent.

_____ 19. I deserve the best.

_____ 20. I bear grudges.

_____ 21. I would really like to change things about me.

_____ 22. I feel I am in control of my destiny.

_____ 23. I can do almost anything I really set my mind to.

_____ 24. Other people like me.

_____ 25. I enjoy meeting and talking to new people.

_____ 26. I never blame myself for anything.

_____ 27. There are not many people I would change places with.

_____ 28. There is very little I am ashamed of.

_____ 29. If I had my life to live over, I would not change much.

_____ 30. My life has been pretty interesting.

_____ 31. I have accomplished a good deal.

_____ 32. I like the place where I live.

_____ 33. I enjoy my job.

_____ 34. I like to confide in people.

_____ 35. I do not let people push me around.

_____ 36. People generally admire me.

_____ 37. People do not take me for granted.

_____ 38. I am still growing.

_____ 39. I am not stuck in a rut.

_____ 40. I am a kind person.

_____ 41. Luck plays only a small part in my life.

_____ 42. I enjoy getting up in the morning.

_____ 43. I would be difficult to replace.

_____ 44. My life is full.

_____ 45. I can take care of myself.

_____ 46. Other people need me.

_____ 47. I have done very little that worries me.

_____ 48. Most of the people I meet are worse off than I.

_____ 49. I have a style that is unmistakably my own.

_____ 50. If I ever got in trouble, my friends would be right there always.

SCORE OF 160 PLUS: If you are as good as you think you are, you are terrific! Should your score be 175 or higher, however, you are probably exaggerating your self-worth so much that you distort the world around you. Few people feel as good about themselves as you do. If you are currently in the process of falling in love, or have just won a lottery, your temporarily inflated self-image is probably understandable. Most people who feel as you do, however, are unrealistic and rigid, removed from the feelings of others. You are possibly too self-involved, too inconsiderate of others' feelings and concerned with your own plans. You may often try to block out unpleasant feelings, especially sad ones and may have a difficult time admitting loss or failure. You manage failure in one area by quickly trying to succeed in another, or by pretending you do not care.

You need to show greater interest in other people's lives, especially in those areas that do not relate to your own interests; you frequently turn people off by appearing interested only in yourself. Most people do not believe you anyway; when you tell them how terrific you are, they see you merely running away from conflicts. Learn to accept your own limitations and failures. You will find you are not as good as you may want to be but not as bad as you fear you are either.

SCORE OF 130 - 160: An optimistic realist, you have a healthy view of yourself. You have pride, ambition, energy, and guts. Since you hate to be pushed around and react quickly to protect your rights, it is difficult for anyone to take advantage of you. You are self-confident, industrious and generally get what you want because you work hard to correct any errors that you discover. This analysis may sound a bit like a fortune from a penny scale but in fact, these are the characteristics of someone with a high self-esteem. People who score this way do have many good things to be said on their behalf. You feel entitled to succeed; you accept resposibility for your own success and work hard at it. What you dislike about yourself you try to change. These are WINNER characteristics. The only advice is for you to: KEEP IT UP!

SCORE OF 100 - 129: Although much of the time you have a good opinion of yourself and your activities, you tend to sit back and do little about the things you do not like. It is not that you do not see what is wrong, you are very realistic. It is just that you are not motivated to make life go your way .... almost as if you do not believe enough in yourself or think you deserve additional attention. In short, you do not think you are good enough to achieve more happiness through your own efforts. You can be happier if you learn to change certain attitudes about yourself. You see yourself as a decent, kind person, thoughtful and interested in others. You can continue to feel that way and still learn to put yourself first more of the time. Try to make yourself more the center of the stage ... assert your rights! Stop giving in so much; do not allow events just to happen without your influencing them. You can have more control over your life than you believe, but planning and effort are required. SET YOUR GOALS HIGHER!

SCORE OF 70 - 99: Your self-image is low and you already know that. If you have recently experienced some loss or defeat, this may explain your score. Losses make everything appear black, just as a windfull creates a rosy glow. In any case, you feel tired, empty, worthless much of the time. Probably you also feel trapped and are angry and "guilty". Not much of a socializer, you are not pleased with most of what you are doing.

Your present situation needs to be re-thought. When was the last time you felt really good about yourself? What happened that made you darken your opinion? Are there steps you could take now that would make your life better. Perhaps your life plan simply had a major set-back and you lost faith in yourself. Think for a minute. Have you really changed from the person you were before the setback? Surely you have not. You may have failed once but that does not mean you are a failure. Slowly and quietly begin to believe in yourself again. You will do much better than you think you can.

SCORE OF LESS THAN 70: No question about it, you need help! Your self-image opinion is unrealistically gloomy ... you feel depleted and isolated. No use listing everything that is wrong ... all you want is to feel better. If no major disappointment in your life is causing your gloom just now, you should try to find a professional who can help you out with some therapy. DO NOT PUT IT OFF!!!

ATTACHMENT N

VITAL STATISTICS

1. Name
2. Birthplace
3. Current home
4. Children
5. First job
6. Favorite movie
7. Favorite TV show
8. Most important book I ever read
9. Favorite pig-out food
10. Favorite performer
11. Favorite childhood memory
12. The worst advice my mother ever gave me
13. Personal heroes
14. If I were going up in a space shuttle, I'd want my co-astronaut to be
15. When I daydream, I think of
16. A really great evening to me is
17. People who knew me in high school thought I was
18. My friends like me because
19. I'd love to be a
20. If I could change one thing about myself, I would
21. I can die happy once I

ATTACHMENT O

WHY ASSERTIVENESS TRAINING?

We all must live by rules and restrictions in a lawful society. When we disobey these rules, we are restricted in a jail. This is a government of the people, by the people and for the people. Restrictions for the proper functioning of society are normal and needful.

Assertiveness training does not advocate insubordination to rules and regulations-or the orders of the boss. Assertiveness training does not give you a license to become an obnoxious loudmouth. It does not give you permission to tell everyone to go to hell.

It does teach people to communicate intelligently. It teaches people how to cut the strings that limit their talents and their development as complete persons.

Assertiveness training helps us put it all together.

ATTACHMENT P

ASSERTIVE BEHAVIOR

- ☐ Sensitive to feelings
- ☐ Needs no threats
- ☐ Force used only when and where necessary
- ☐ Firm but gentle, unyielding where appropriate
- ☐ Based on human rights
- ☐ Negotiation a viable tactic
- ☐ Leads to good feelings
- ☐ Accepts workable outcomes

AGGRESSIVE BEHAVIOR

- ☐ Insensitive to feelings
- ☐ Use of force or threats of force
- ☐ Attack oriented
- ☐ Either victory or defeat, no middle ground
- ☐ Leads to frustration, guilt, anger
- ☐ Demands preconceived outcomes

NONASSERTIVE OR RECESSIVE BEHAVIOR

- ☐ Insensitive to needs and desires
- ☐ Yields too often
- ☐ Sacrifices basic human rights
- ☐ Leads to frustration, guilt, bad feelings
- ☐ Accepts unwanted outcomes

ATTACHMENT Q

TARGETS FOR ASSERTIVENESS

In the space below, try to express your hidden desires and wants. If you can, concentrate on those that are most important to you, the things you have always wanted but so far have never quite managed to attain. Use the guidelines given below, if necessary, and feel free to transcend them whenever you wish. Be as specific as you can.

1. List three of your hidden desires for power.

2. List three of your hidden desires for wealth.

3. List three of your hidden desires for recognition.

4. List three of your hidden desires for happiness and peace of mind.

5. List three other special dreams.

CIRCLE EACH THAT SEEMS REALISTIC ENOUGH TO BE POSSIBLE AND WORTH WORKING TOWARD.

ATTACHMENT R

WHAT'S YOUR RESPONSE?

For each of the situations below, indicate what you think your reaction would most likely be. Indicate both what you would say out loud and what you would feel inside.

1. You're waiting in line to cash your paycheck. After you've been waiting nearly ten minutes, a stranger comes over and forces his way in line immediately in front of you.
Your response:

2. You've already got work piled high on your desk, and although you've been working quickly, you and everyone else in the department are falling farther behind as more and more work piles up. An executive who's not your immediate supervisor hands you a pile of papers and asks you to get to work on them for him right away.
Your response:

3. You're out to lunch with some of your co-workers and in a joking mood, three or four of them start making negative remarks about the quality of your work.
Your response:

4. You're in the middle of a six-week special assignment, which you're struggling to complete in an innovative way of your own. Without warning, the head of your department asks to see you and you know you're going to have to defend your work and your reasons for doing it your own way.
Your response:

5. Although you're happy in your present job, you would like to be making more money. An executive from another part of the organization approaches you and offers you a 25 percent raise if you'll take over a new job working under him. He says he's cleared it with your present supervisor, who has given him the O.K. for you to make the switch.
Your response:

6. Suppose you decide to accept the offer in situation 5 above. When you tell your present co-workers, they accuse you of selling them out and leaving them just to make more money. One of them gets angry and says, "If you hadn't taken that job, I'd have gotten it."
Your response:

7. You're the newest member of a six-person department that must work closely together to accomplish its performance goals. After a few months, just when you think you're being accepted, the five others begin borrowing your supplies and equipment without ever bringing them back. It interferes with your ability to get your work accomplished.
Your response:

8. You're out of a job. A friend of yours is head of an organization that you know could use your special work skills. You've decided that working two days a week would be enough to tide you over until you can find something else. Unfortunately, your friend has not noticed your problem and hasn't offered you a job.
Your response:

9. After twenty years with the same company, you find that you've been passed over for an important position that recently opened up. It was an open secret that you wanted it. Now the people you've worked with for so long are waiting to see what you'll do.
Your response:

10. You've been working at a new place for about six months, and so far you're pleased with just about everything. One day after work the head of your department calls you in and tells you that the fastest way to move up in this organization is by giving sexual favors to the right people, starting now.
Your response:

11. You're happy in your present job, well recognized, well paid and well satisfied. But for various personal reasons you're moving to a better neighborhood that's much farther from your place of employment. It will mean three hours of commuting time a day.
Your response:

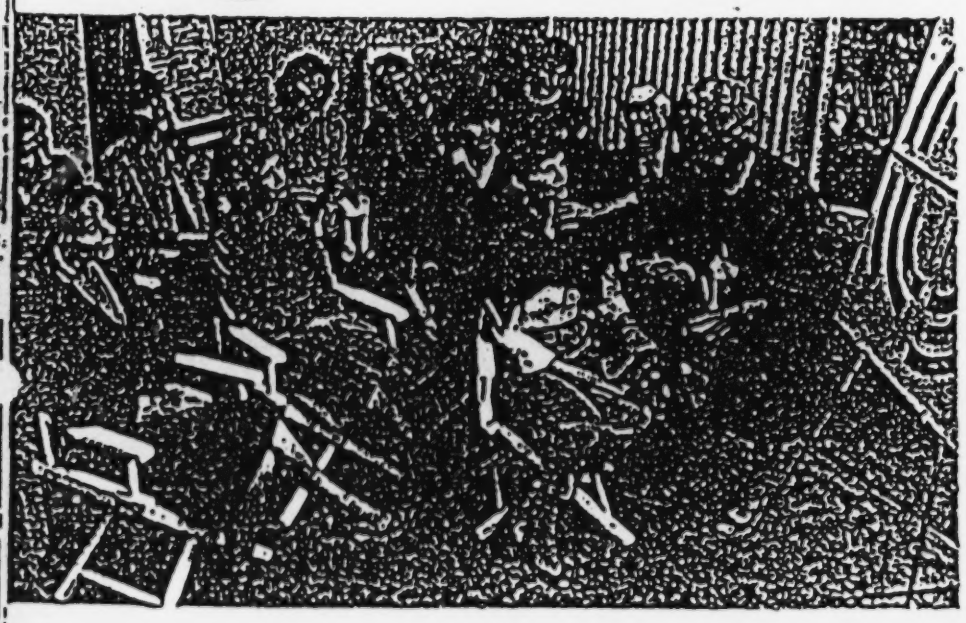
12. You're assigned to a new project that's on the rim of your area of expertise. You feel you might be able to do a good job with your present knowledge, but you suspect that some specialized training at a local college would help you perform much better. Unfortunately, you can't afford to pay your own way right now.
Your response:

BEST COPY AVAILABLE

ATTACHMENT S

COLOR YOURSELF BEAUTIFUL

HOW TO CHOOSE THE CLOTHES AND MAKEUP THAT MAKE YOU LOOK YOUR BEST



The key to color analysis is "draping." Here, Color Me Beautiful consultant Louise Wiltshire places a white cape around a client's shoulders to blank out color interference. Then, working color family by color family, she drapes fabrics over each shoulder to see which shades look best. By the end of the session, she can determine your season—and your very best colors.

Everyone has certain colors she looks great in and others that are only so-so—or even detracting. The problem is figuring out which is which. And the expert at that is Carole Jackson, founder of Color Me Beautiful. She has categorized people into four color types, or seasons, and scientifically selected the colors that look best for each season. To find out how her system works—and how you can use it—check out the color makeovers here. We've also included color tips for guys—try them out on your man and see what a difference color can make! Extra bonus: See page 158 for an exclusive Color Me Beautiful cosmetics offer.

From the expert on color: CAROLE JACKSON ANSWERS YOUR MOST-ASKED QUESTIONS

• Can I be more than one season?
No. Even though you may look good in a couple of season's colors, you'll always look better in one particular palette.

• But what if a color I love isn't in my season's palette?
Sometimes the colors you like—and think look good on you—really don't. They've been determined by fashion and taste, not by fact. The colors in the palettes, however, have been selected

objectively, and tested with positive results. Why not try wearing some of the colors in your palette and see the reactions you get? I guarantee you'll end up loving a whole new group of colors.

• What do I do with the clothes in my closet that are not in my palette—throw them out?
Of course not! Just use them in combination with colors that are in your palette. A good rule is to always put your season's colors near your face—a scarf, perhaps, or a blouse or some jewelry.

• What happens if I think I fall between two seasons?
Ask yourself this question: Which lipstick color—bright pink, soft pink, terra cotta or peach—flatters you the most. Bright pink means you are probably a Winter, soft pink a Summer, terra cotta an Autumn, peach a Spring. Combined with the Color Me Beautiful guidelines, this should help you figure out which season.

Autumn

Autumns look sensational in the fiery splendor of golden, spicy, earthy colors. Skin: golden undertones—ivory, peach, warm beige, copper. Hair: brunette, with gold or metallic-red highlights; golden blonde, red or auburn; occasionally black. Eyes: brown, green, hazel, possible turquoise (for redheads).

WRONG

RIGHT

When we first met Maggie, she was in navy and white—a "blah" combination for her tawny coloring. But look at her in burnt orange! The vibrant tones warm her face, bring out the gold highlights in her hair. Warmer makeup colors—peach blusher, brown shadow, brick-red lipstick—are more flattering than her usual pink/red makeup. *Tip.* Most Autumns have colorless cheeks, so blusher is essential. **Autumn color cues:** • Autumns can wear bright *and* muted colors with golden undertones. Browns and oranges—bronze, coffee, terra cotta, rust—are fabulous on you, yellow- and earth-greens (like lime and olive) also look great. • You can wear red, but make it a dark tomato or bittersweet shade. • Your best blues are teal, turquoise, deep periwinkle. • What not to wear: pinks and colors with pink undertones (purple, lilac), navy, gray, black. • Very fair Autumns look best in muted tones; those with darker complexions glow in brighter, more intense shades. • For accessories: go with gold, brass or copper, wood or tortoise shell jewelry. **Famous Autumns:** Vanessa Redgrave, [illegible]

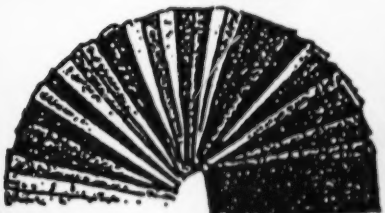
Summer

The Summer woman's fair complexion is flattered by soft brights and cool pastels. Skin: fair, with blue undertones; visible pink. Hair: blonde to dark brown with ash tones; blonde-gray. Eyes: cloudy coloring; usually blue, green, aqua or hazel.

WRONG

RIGHT

Because Evelyn was fair, she knew she needed a jolt of color for "oomph." But her orangey blouse clashed with her complexion, made her look older. What's right for Summers like Evelyn are vibrant tones—think "feminine colors"—and this raspberry outfit fits the bill exactly. Likewise, rosy makeup (instead of her usual peach) brings out the pink in her face, so she needs less to look good. Summer color cues: • In addition to raspberry, the whole family of lavender, orchid, mauve and plum look super on you. • Practically the whole family of blues and blue-greens belongs to you—just remember to avoid those with yellow undertones. • "Winter white"—a soft shade with no yellow—is your best white. • Pastels with blue undertones flatter very fair Summers; darker-haired Summers perk up in brighter hues from their palette. • Accessory picks: all silver-toned jewelry; rose pearls; rose ivory. Famous Summers: Candice Bergen, Cheryl Tiegs; Farrah Fawcett, Nancy Kissinger.



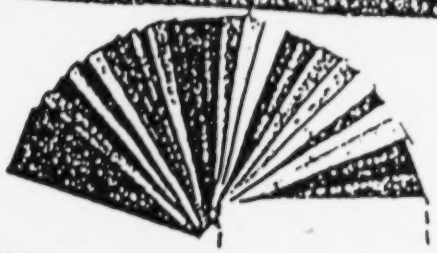
Spring

Delicate coloring with golden undertones—that's the Spring woman, who looks best in clear colors. Skin: creamy ivory; peach-beige; freckles. Hair: blonde to dark brown with golden tones; strawberry or carrot red. Eyes: blue, green, aqua, golden brown, golden hazel.

WRONG

RIGHT

Like many women, Jean was confused about her coloring. "If I'm fair-skinned," she asked, "why can't I wear a lilac-pink top?" The answer: Jean is a Spring and looks best in colors with warm (golden) undertones, but unlike Autumns needs clear, crisp, slightly lighter shades. Her new teal shirt is a warm, rich green that instantly enlivens her face. Instead of rosy makeup (which makes her look ruddy), we used light peach blusher, cinnamon lipstick and golden highlighter. They add color, without overpowering her delicate complexion. Spring color cues: • Clear, fresh colors are what to look for; smoky or muted shades will make you look washed out. • Some pinks are for you, as long as they're "warm." Try peach, salmon, coral. "Warm" blues look great on you: aqua, turquoise, periwinkle, violet. • Milk chocolate is the darkest brown you should wear. But try beiges: golden tan, camel, buff, ivory. • For jewelry: gold tones, blonde wood, cream pearls are all yours. Famous Springs: Shirley Jones; Debbie Reynolds; Julie Andrews



Winter

Dramatic colors belong to Winters, who dazzle in clear tones, sharp contrasts. Skin: an incredible variety—from subtle blue or pink undertones (milky white through taupe beige) to olive, black, Oriental. Hair: usually dark, from light brown to charcoal; red-black; blue-black. Eyes: brown, black, hazel, deep blue, gray-green.

WRONG

RIGHT

Brilliant primaries, icy pastels, vivid contrasts—it's this palette that makes Winters come alive. For example, Cathy's light olive skin looks sallow in off-white and navy—it's too flat and colorless. But in high-contrast red/white/black, she positively sparkles! Contrast works in makeup, too: Red lipstick and blusher plus black liner light up Cathy's face. Winter color cues • Your best colors are true and primary—red, emerald, sapphire—as well as their darker counterparts, royal blue, royal purple, magenta. • Winters look great in pure black, stark white, cool grays • When wearing pastels, go "icy," not powdery. Think of white, with a drop of color • Avoid browns, beiges and the rust/gold/peach family. The only yellow you can wear: clear, bright lemon. Dull, muted tones are out • What is for you: high contrast accessories (like silver and black) • white or gray pearls, rhinestones or diamonds. Famous Winters: Cher, Elizabeth Taylor, Sally Field

COLOR FOR MEN: HELP HIM LOOK HIS BEST

Carole Jackson also has a "Color For Men" division, based on the Color Me Beautiful principles with some differences. Men are draped with ties, not fabric. And they're taught how to put a wardrobe together. "Most men play it so safe," says Jackson, "that even a different tie changes their look dramatically." Here, tips from Jackson's book, *Color For Men* (Ballantine).

FOR THE WINTER MAN

- Black, navy and gray suits all look good on you.
- Your No. 1 shirt is pure white. Icy blue, gray and yellow are good, too.
- Best ties are dark blue-red, bright burgundy (solid or patterned) or dark navy with red accents.

FOR THE SUMMER MAN

- Suits should be grayed-navy, medium brown, dark blue-gray, light blue.
- Soft white and pastel shirts in blue, yellow and rose-beige are good bets.
- For ties, think burgundy, blue-red and all blues—either solid or in prints.

FOR THE AUTUMN MAN

- Subtle business tweeds are great, especially in browns and greens.
- In shirts, aim for oyster white, beige, buff.
- Your perfect ties are bittersweet red and brown red, dark green, browns.

FOR THE SPRING MAN

- A bright light navy, gray or blue suit is flattering.
- Ivory, light beige, buff, light periwinkle and warm pink are ideal for shirts.
- Ties: orange-red or clear red, patterned or solid.

ATTACHMENT T

GETTING HIRED: THE 10 SECOND CALL. . . . . .

No matter how much you prepare for a job interview, you can blow the whole thing in the first ten seconds.

It may not seem fair, but, says personnel expert Robert Half, interviewers do judge a book by its cover. What will turn them off?

*a weak handshake

*failure to maintain good eye contact

*slouching

*lack of enthusiasm

*smoking

*boasting

*being rude to the receptionist or secretary

*acting as if you are doing the company a favor by being there

*open hostility

*looking intimidated

*sloppy grooming

*inappropriate dress

Serious job candidates, Half warns, "take the job seriously. They know that the first impression they make on the interviewer is, almost always, going to be the last impression."

SOURCE: "Network News," Florida's Career World, Volume 13, No. 8, April, 1985, p. 18.

ATTACHMENT U

THE JOB SEARCH

Initial Interviews

STAGES AND TOPICS COVERED DURING THE INITIAL INTERVIEW

STAGES	INTERVIEWER TOPICS	INTERVIEWER LOOKS FOR
1. FIRST IMPRESSIONS	Introduction and greeting	Firm handshake, eye contact
	Small talk about traffic conditions, the weather, the record of the basketball team	Appearance and dress appropriate to the business, not campus, setting
		Ease in social situations, good manners, poise
2. YOUR RECORD	<u>Education</u>	
	Reasons for choice of school and major	Intellectual abilities
	Grades; effort required for them	Breadth and depth of knowledge
	Special areas of interest	Relevance of coursework to career interests
	Courses enjoyed most and least; reasons	Special or general interest
	Special achievements, toughest problems	Value placed on achievement
	Value of education as career preparation	Willingness to work hard
	Reaction to teachers	Relation between ability and achievement
	High school record, SAT scores	Reaction to authority
	<u>Work Experience</u>	Ability to cope with problems
	Nature of jobs held	Sensible use of resources (time, energy, money)
	Why undertaken	High energy level, vitality, enthusiasm
	Level of responsibility reached	Leadership; interest in responsibility
	Duties liked most and least	Willingness to follow directions
	Supervisory experience	Ability to get along with others
	Relations with others	Seriousness of purpose
	<u>Activities and Interests</u>	Ability to motivate oneself, to make thing happen
	Role in extracurricular, athletic, community, and social service activities	Positive "can do" attitude
	Personal interests-hobbies, cultural interests, sports	Diversity of interests
		Awareness of world outside the lab
		Social conscience; good citizenship
3. YOUR CAREER GOALS	Type of work desired	Realistic knowledge of strengths and weaknesses
	Immediate objectives	Preparation for employment
	Long-term objectives	Knowledge of opportunities
	Interest in this company	Seriousness of purpose; career-oriented rather than job-oriented
	Other companies being considered	Knowledge of the company
	Desire for further education/training	Real interest in the company
	Geographical preferences and limitations	Work interests in line with talents
	Attitude toward relocation	Company's chance to get and keep you
	Health factors that might affect job performance	
4. THE COMPANY	Company opportunities	Informed and relevant questions
	Where you might fit	Indications of interest in answers
	Current and future projects	Appropriate but not undue interest in salary or benefits
	Major divisions and departments	
	Training programs, educational and other benefits	
5. CONCLUSION	Further steps you should take (application form, transcript, references)	Candidate's attention to information as a sign of continued interest
	Cordial farewell	

ATTACHMENT V

THE JOB INTERVIEW

All of the following questions have been asked frequently during a job interview and have been labeled as PROBLEM QUESTIONS. BE PREPARED!!!

*What do you know about our company?
*Where would you like to be five years from now?
*How much do you expect to be making five years from now?
*What career goals have you established for yourself in the next five to ten years?
*Tell me about yourself.
*Why do you want to work for us?
*Why should I hire you?
*Would you hire yourself?
*What did you like best about your last job? What did you like least?
*What two or three achievements have given you the most satisfaction?
*What are three of your strong points? What are three of your weak points?
*What do you feel this position should pay?
*What is the least salary you would expect? What are your salary requirements?
*In what ways would you change this organization?
*What is your philosophy of life?
*Do you have any objections to a psychological interview and tests?
*How does your family like your being away from home on extensive business trips?
*What motivates you the most to do well on the job?
*What was your salary in your previous position?
*What kind of work situations irritate you?
*Why did you leave your last job?
*How much responsibility do you like?
*Do you work well under pressure?
*Would you mind moving away from this area?
*When you are annoyed or angry, what do you do?
*If hired, how long will you stay with us?
*What features of prior jobs have you disliked?
*How would you evaluate your present supervisor?
*Are you a good manager?
*How would you describe yourself?

REHEARSE,

REHEARSE,

REHEARSE,

REHEARSE,

REHEARSE!

ANSWER SUGGESTIONS FOR "TOUGH QUESTIONS" ASKED IN INTERVIEWS

(Key words or phrases are underlined as a guide for formulating answers in your own words. Answers given are suggestions only.)

1. WHAT CAN I DO FOR YOU TODAY?

Employers do not really want a straight answer to this question. They already know that you are applying for their job. Suggested responses should therefore tell the employer what the applicant can do for him or her.

"Well, actually I am here to offer you something, and that is loyal and efficient work on your reception desk."

2. WHAT KIND OF WORK ARE YOU LOOKING FOR?

Be as specific as you can with this particular employer. If you are applying for a specific job, say so. If not, you may want to say something like:

"I, of course, want a job in which I will be able to produce for the company and grow along with it."

3. WHY DID YOUR LAST JOB END?

It is not recommended that you lie, but you don't necessarily need to tell the whole ugly truth, either, if the whole story will turn the new employer off.

"I felt that my career potential was limited with that company, so I left to seek work having more advancement opportunities."

"My employer and I both felt that I would be happier in another working environment which requires me to work against deadlines, so I was released to seek other work."

4. WHY DON'T YOU TELL ME SOMETHING ABOUT YOURSELF.

Be prepared to talk for about a minute about what makes you unique, and wind up with something work-related. Here is a shortened version:

"I am a midwest product, born in Nebraska and raised and educated in Missouri. I've loved animals and all types of water sports all of my life. I have a large number of friends who are very loyal to me because I get along with almost any type of person. That is one of the reasons I feel I would be a very good receptionist for your company, Mr. O'Kane.

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5. CAN YOU EXPLAIN WHY YOU HAVE BEEN OUT OF WORK FOR SO LONG?

Mothers usually have an easier time with this one than do other people because the reason for long unemployment can almost always be related to the raising of the family. However, if you were just traveling, or not looking for work very much, it is more difficult.

"I felt that before I settled into a career job I had better get some personal travel out of the way. So, I traveled all over the country as a sort of self-education. The travel bug is now out of my system and I am ready to start on that career."

"I held many jobs before this long period of having no job. I decided I did not want to settle for just any job again, so I pretty much stopped looking while I decided what I really wanted to do as a career.

I did decide, and working for you fits my career plans very well."

6. WILL YOUR FORMER EMPLOYER(S) GIVE YOU A GOOD REFERENCE?

No problem if you left in everyone's good graces, but if the personnel office or folder has a generally negative report on you, yo may get around the bad reference by telling the new employer who to call and what to ask.

"Well, I am sure taht if you were to call the foreman, Dan Smith, and ask him about my work, he would be able to tell you that I consistently put out a high volume of quality work."

"My employer was especially pleased with my attendance record. I rarely missed work and was never late. The general manager, Velma McCarthy, could verify that for you.

7. HOW DID YOU GET ALONG WITH YOUR FORMER BOSS AND CO-WORKERS?

NEVER, NEVER, NEVER "bad mouth" a former employer or the people with whom you worked. New employers want to feel that you are going to be able to get along, and that you are going to be loyal.

"Great bunch of people. We all got along just fine. It was a joy to work in a place where everyone helped out everyone else."

"Well, I certainly have no complaints, and I am sure they don't, either."

8. HOW LONG DID IT TAKE YOU TO GET HERE TODAY?

This is a disguised question. In response to any question or comment regarding your address or transportation, volunteer enough information so that the employer will be satisfied that getting to work on time is no problem.

"Only 15 minutes on the bus. I know the schedule well, but if I were to miss the bus for some reason, I could dri ork in only 10 minutes.

"Nearly an hour, which

9. I SEE YOU HAVE CHILDREN.

This is another disguised comment or question. The employer is most probably concerned about the possibility of your missing work due to lack of child care or child illness. Volunteer information to ease these fears.

"Yes, I do. Three healthy kids aged 10, 8, and 4. My neighbor takes care of them, and my mother takes over if there is any problem."

"Two very independent teenagers. I am really proud of them."

10. DO YOU KNOW ANYTHING ABOUT OUR COMPANY?

Hopefully, you will have done some homework and will know something about the company, but if you don't you should be prepared to say something other than "No," and indicate interest in knowing "more."

"Not as much as I would like to. I understand that you are a very large firm which indicates success and advancement potential. Where are your plants located besides here?"

"Well, you certainly have a reputation for being a leading force in the local economy."

11. WHAT DO YOU EXPECT AS A STARTING SALARY?

Never mention a salary figure before the employer's range is known. To do so is to either overprice or underprice yourself. Once the employer mentions a figure, you agree with it. Negotiations, if there are to be any, should be attempted a couple of days later, when the "balance of power" between you and the employer is more to your favor, and the pressure of being in an interview is off.

"I am more interested in career potential than just the job of the moment right now, so I would be willing to consider whatever your firm usually pays new people in this position."

"I would be willing to accept whatever your company policy states."

12. WHAT DO YOU HOPE TO BE DOING FIVE OR TEN YEARS FROM NOW?

Indicate ambition and confidence in your abilities, but be careful not to appear to be threatening the employer's own job.

"I would hope to be somewhat up the career ladder from this job, perhaps in a supervisory or design capacity."

"I would hope to still be employed here, in an advanced position which would take advantage of my knowledge, abilities, and experience."

13. WHAT WOULD YOU SAY IS YOUR WEAKEST POINT?

Never admit to a real "weakest point." After all, you are selling a product, and that product is you. Why point out a problem which will make the customer less likely to buy? Instead, give the employer a strength, but call it a weakness.

"Well, my friends consider me to be a real stickler on punctuality. Even with casual social appointments I always insist on being there on time, something which surprises many people because they are not ready yet."

"I suppose I am somewhat of a perfectionist. Even when I have completed a large volume of work, I get upset with myself when something turns out not to be totally up to my standards."

14. ARE YOU LOOKING FOR PERMANENT OR TEMPORARY WORK?

Answer this one to reflect what the employer is looking for. Remember that not matter what your plans may be, you cannot tell the future. You may have no intention of ever moving away, but things happen in life and what you thought would be a permanent job then becomes temporary. You may be planning to go to school in the fall, but then lose interest in the meantime because the job is so fulfilling. Therefore, be careful not to unnecessarily eliminate yourself from consideration because of personal plans.

15. I HAVE INTERVIEWED SEVERAL PEOPLE WITH MORE EXPERIENCE THAN YOU. WHY WOULD I HIRE YOU INSTEAD OF THEM?

This questioncan appear in many different forms (as can most of the others). Beware of passing judement on others because you don't know them and you might be starting an argument, at least in the employer's mind. Also, steer clear of answering from a selfish point of view. Instead, refer to the job candidate you do know (you), and give some indication of what the employer stands to gain by hiring you.

"I can't speak for the others, but I can for myself. I can assure you that I always learn new assignments very rapidly, and I think that I may have the advantage of not having to unlearn someone else's way of doing things before learning how to do them your way."

"I am sure it would be very hard for you to find someone who could beat my eagerness and capacity for work."

Questions That An Interviewee May Ask

These are questions often asked by many interviewees. You won't need or want to make all these inquiries. A few questions may only be safely asked *after* the job offer. Check out answers to a number of these questions before the interview; see whether or not the interviewer confirms the facts you have gathered. Choose questions that are appropriate for your next interview. (Asterisks indicate questions to be asked only if the job appears to be yours.)

1. What are the special job duties and responsibilities of this position?
2. Is this a newly created position or is someone being replaced? If the latter, why did the person leave? How long was he/she on the job?
3. Is there a probationary period?

*4. Do you have to join a union after a certain period of time?
*5. What are the fringe benefits?
*6. Who will be my immediate supervisor? Where does he/she stand in the organizational picture?
*7. Are there parking facilities at the work site? If not, is there public transportation or the possibility of carpools?

8. How you view the last five years of this organization, with regard to fiscal management, employee development, etc.? And the next five?
9. How is the organization administered—centralized or decentralized? Is there an organizational chart? Newsletter?

*10. Does the job require travel? How often?
*11. What is offered in the way of a company car, travel and expense compensation, etc.?
*12. What are the chances for advancement on this particular job?
*13. Does the organization have a day-care center for employees' children?

14. Does this organization have branches or subsidiaries? If so, how many, and where are they located?
15. Is it possible for me to have a tour of the physical plant?

*16. Have there been recent employee layoffs at this organization?
*17. How are new positions in this organization advertised?
*18. Are staff sent to conferences, seminars, or training workshops?
*19. What expenses do you pay for moving home items and family?
*20. Can a husband and wife both work for the company?

21. Are there many women here at the middle-management level and higher?
22. Is a physical or psychological exam required prior to hiring?

*23. When will I begin?

24. What is the first challenge (and its background) requiring my attention?

*25. Do I get a letter or contract confirming my hiring? Does a contract have a terminaton date?

26. Are there specific physical safety requirements enforced?
27. Are there provisions for retaining an employee who has become disabled?

*28. Is there a profit-sharing or pension plan? How long until I can participate?

Be alert to other questions in each situation!

ATTACHMENT X

INTERVIEW PROSPECT WORKSHEET

Category: _____

Firm Name	Address	Phone	Hiring Person	Date Contacted	Result

PERSONAL INTERVIEW RECORD SHEET

Date and Time	Company Name	Address	Position Desired	Interviewer	Follow-up	Second Follow-up	Results

SAMPLE FOLLOW-UP LETTER

DON'T FORGET THE HEADING

619 Appleyard Way
Pensacola, Florida 32503
May 10, 1976

INCLUDE THE NAME AND ADDRESS OF THE INTERVIEWER

USE A COLON AFTER THE SALUTATION

Mr. Andrew Smith
Engle's Roofing Company
1800 Palafox Street
Pensacola, Florida 32502

THE SALUTATION SERVES AS A GREETING TO THE PERSON YOU ARE WRITING TO

Dear Mr. Smith:

Thank you for taking time to talk with me on Friday. The clerk-typist position that we discussed interested me greatly. I believe I have the qualifications to do the job well and hope that you will consider me for the position.

I look forward to hearing from you. Thank you again for your time and consideration.

THIS IS THE BODY OF YOUR LETTER

Sincerely,

THIS IS YOUR CLOSING

Penny Page

Penny Page

YOUR SIGNATURE

ATTACHMENT Z

JOB INTERVIEW EVALUATION

	Poor 1	Average 2	Good 3	Excellent 4
I. GIVES AND GET APPROPRIATE AND ACCURATE INFORMATION				
A. Describes work skills				
B. Uses appropriate terminology				
C. Gives brief but complete answers				
D. Conveys interest and enthusiasm				
E. Asks relevant questions about the company and the position				
II. HAS APPROPRIATE APPEARANCE/MANNERISMS/ATTITUDE				
A. Is neat, clean, well groomed				
B. Wears appropriate attire				
C. Maintains good eye contact				
D. Displays effective body language				
E. Presents positive attitude				
F. Refrains from exhibiting nervous or distracting mannerisms				
G. Shows poise and self-confidence				
III. HAS GOOD VERBAL SKILLS				
A. Introduces self correctly				
B. Has good voice volume				
C. Has clear enunciation				
D. Expresses ideas clearly enough to be understood				
IV. ENTERS AND EXITS CORRECTLY				
A. Walks in briskly				
B. Waits to be asked before being seated				
C. Gives firm handshake				
D. Handles personal items properly				
E. Handles resume properly				
F. Takes "cue" to end interview				
G. Thanks interviewer for interview				
H. Asks appropriate questions for following up on job				
I. Exits gracefully				

STUDENT NAME _____ DATE _____

Total possible points = 100 Student Score = _____

Comments:

ATTACHMENT AA

DEVELOPING GOOD WORK HABITS AND ATTITUDES

Good work habits and attitudes don't just happen. You have to develop them. And the sooner you develop them, the better off you will be. If you are already working on a job, start there. If you are in school or taking a training course, see what you can do now to develop good work habits and attitudes. You will probably carry the work habits and attitudes you develop in school or training with you to a job.

Rate (✓) yourself on your work habits and attitudes.

Am I capable? Yes ☐ No ☐

Do I do my work as well as others—or better? Do I complete the work I am given to do? Do I complete it in the time allowed? Do I do all my work on my own?

Am I dependable? Yes ☐ No ☐

Do I come in every day? Am I on time every day? Do I take only the time allowed for lunch and breaks? Am I always where I am supposed to be?

Am I trustworthy? Yes ☐ No ☐

Do I always tell the truth? Do I always respect the property of others?

Am I loyal? Yes ☐ No ☐

Do I stand up for the organization and its people? For the product or service, education or training it provides? Do I encourage loyalty among others?

Do I follow orders? Yes ☐ No ☐

Do I do what I am told to do? Do I do it when I am told to do it? Do I do things the way I am told to? Do I take orders without talking back, complaining, or making excuses? Do I follow all of the organization's general rules?

Do I work hard? Yes ☐ No ☐

Do I do my work with energy and enthusiasm? Do I keep my mind on my work? Do I keep busy when no one is watching me or telling me what to do next?

Do I take pride in my work? Yes ☐ No ☐

Am I interested in my work? Do I care about the quality of the work I do? Do I try to do my work a little better each time I do it?

Am I willing to learn?

Do I pay close attention to the way good workers or students do their work? Do I listen to instructions and criticism and learn from them? Do I ask questions when I run into problems? Am I open to new ways of doing things?

Yes ☐ No ☐

Am I friendly and polite?

Do I try to have a pleasant personality? Am I easy to get along with? Do I show respect to superiors? Do I treat everyone with good manners? Do I cooperate with other workers or students? Do I avoid gossip and other kinds of troublemaking?

Yes ☐ No ☐

Am I neat and clean?

Do I keep by body clean? Do I always appear well-groomed? Do I wear clothes that are appropriate? Do I keep my work area neat and clean? Do I keep my locker neat and clean? Do I do my part to keep other areas clean? Do I take good care of the books, equipment, or supplies that I use?

Yes ☐ No ☐

If you can honestly say you rate yourself "yes" on all ten good work habits and attitudes, congratulations! Keep up the good work. If you made any "no" ratings, give your reason for each one here.

_____

_____

_____

_____

If you made "no" ratings, how do you plan to change your bad work habits or attitudes into good ones?

_____

_____

_____

_____

Think and Discuss

1. Is it easier to develop good work habits and attitudes while you are young?
2. Are there any work habits or attitudes that can't be developed or changed?
3. Can good work habits and attitudes be developed at home as well as at work, in school, and in a training program?
4. Can other people help you develop good work habits and attitudes?
5. How might each of the ten good work habits and attitudes be developed?

ATTACHMENT BB

WHAT MOTIVATES YOU?

What makes you want to do your best work?

If you know what will make you a top performer, your awareness can help you make job decisions that are right for you. For example:

*How can you fit into the scheme of things at a workplace?

*How can you motivate yourself and thus make others aware of your strong points?

To better understand what motivates you, take this test. Put a check in front of the six items that make you do your best work.

MOTIVATIONS

_____ 1. Financial security

_____ 2. Respect for me as a person

_____ 3. Good pay

_____ 4. Good physical working conditions

_____ 5. Chance to turn out quality work

_____ 6. Getting along well with others on the job

_____ 7. Chance for promotion

_____ 8. Chance to do interesting challenging work

_____ 9. Pensions and other security benefits

_____ 10. Knowing what is going on at work

_____ 11. Feeling my job is important

_____ 12. Fair company policies

_____ 13. Outlet for my creativity

_____ 14. Being told by my boss when I do a good job

_____ 15. Getting a performance rating so I know where I stand

_____ 16. Attending staff meetings

_____ 17. Agreeing with the objectives of the company

_____ 18. Freedom on the job

_____ 19. Chance to improve myself

_____ 20. Having a good supervisor

_____ 21. Knowing I will be disciplined if I do a bad job

_____ 22. Friendly co-workers

_____ 23. Feeling I am responsible for something important

Cruising for a pink slip

Liars, goof-offs, egomaniacs, winers, air-heads et al.

EW YORK (AP) — Liars, goof- egomaniacs, laggards, rebels, ers, air-heads and sloths — are the eight banes of a boss's ence, according to a survey re- d Friday, and each is advised to t or risk an unemployed 1985.

urke Marketing Research Inc. executives in 100 of the na- s 1,000 largest companies, t employee behavior disturbs e most?"

e result was a "hit parade of that stick in the boss's craw, ind of behavior that hits a ", said Marc Silbert, whose rary personnel agency com- missioned the survey. "They can blind employers to employees' good qualities. They become beyond redemption."

Dishonesty and lying topped the list. "If a company believes that an employee lacks integrity, all positive qualities — ranging from skill and experience to productivity and intelligence — become meaningless," said Silbert, vice president of Accountemps.

"This isn't just the guy who steals money from petty cash," he explained. "It includes intellectual dishonesty. We had one employer complain about an employee who took on a job with a Nov. 16 deadline even though he knew he'd be on vacation that week."

The seven other deadly sins, in order of irritation:

2. Irresponsibility, goofing-off and doing personal business on company time. "We found some people literally conducting their own ongoing businesses on company time," Silbert said. "It's not just a guy getting a phone call from his wife to pick up eggs on the way home. This is someone running a T-shirt business out of the office."

3. Arrogance, ego problems and excessive aggressiveness. "Employees who spend more time boasting about their accomplishments than on actually getting the job done . . . who think that being loud or boisterous will have a positive effect" bother their bosses, Silbert said.

"If you have this kind of person in a supervisory role, you don't have one problem, you have 20. You have little range wars breaking out all over the office," Silbert said.

4. Absenteeism and lateness. "One employer said, 'It doesn't make any difference when we start, 9 a.m. or 10 a.m., some people will be 15 minutes late,'" Silbert reported.

5. Not following instructions or ignoring company policies. Such behavior is more serious in larger, more conservative companies, Silbert said, citing "a guy working for a dark-suit-and-school-tie kind of company who wears an 'I'm from Florida' tie."

6. Whining and complaining. "There's one in every office. They always have a problem: 'Do we have to do it by Thursday?' 'This project is so boring,'" Silbert whined in imitation.

7. Absence of commitment, concern or dedication. This often is grounds for absence of raises and promotions," Silbert said.

8. Laziness and lack of motivation. Both "demonstrate that these people don't care about the company, so why should the company care about them," Silbert said.

Among the also-rans: lack of character, inability to get along with others, disrespect, displays of anger or pettiness, making ill-informed decisions and judgments, and taking credit for the work of others.

Silbert's own pet peeve: the whiners. "You can try to hide from it, but it's very annoying to me, personally," he said.

ATTACHMENT CC

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75A NK/2

SECTION II: PERFORMANCE FACTORS

Check the definition which best describes employee's performance in present job only. All ratings should be explained in Section III with specific examples cited.

PERFORMANCE FACTOR	DID NOT MEET EXPECTATIONS	MET MOST EXPECTATIONS	MET EXPECTATIONS	OFTEN EXCEEDED EXPECTATIONS	FAR EXCEEDED EXPECTATIONS
Factor Points	1	2 | 3 | 4	5 | 6 | 7	8 | 9 | 10	11
JOB KNOWLEDGE	Has unsatisfactory knowledge of job ____ Point	Job knowledge spotty-needs training in some phases of work. ____ Points	Knows the necessary elements of the job. ____ Points	In addition to required job knowledge has working of other jobs related to his/her position. ____ Points	Exceptionally thorough knowledge of all phases of the job and its relation to other jobs. ____ Points
ACCURACY/ERROR RATE	Work requires constant checking by supervisor before it is considered correct and complete. ____ Point	Work is inconsistent in quality and completeness ____ Points	Work is completed at an error rate for established job minimum and required normal supervisory follow-up. ____ Points	Work is completed above job quality standard. ____ Points	Work required little or no checking and is almost error free. ____ Points
PRODUCTIVITY	Excessively slow worker. Consistently low producer. ____ Point	Often turns out less than normal amount of work. Rarely acceptable production ____ Points	Regularly turns out normal amount of work at a steady average speed. ____ Points	Maintains a high rate of production. Frequently turns out more than normal amount of work. ____ Points	Consistently turns out exceptionally large amounts of work. Frequently turns out more than normal amount of work ____ Points
HUMAN RELATIONS/ INTERPERSONAL RELATIONSHIPS	Unfriendly-uncooperative Does not mix well with group. ____ Point	Does not put forth effort to get along with others. Has occasional problems with co-workers ____ Points	Usually cooperative and courteous. ____ Points	Cooperates well and makes good impression on others. ____ Points	Works well with those on same and higher levels. Maintains pleasant disposition under strain. ____ Points
SUPERVISION REQUIRED	Requires constant supervisory follow-up in order to complete assignments ____ Point	Work is completed only with close supervisory follow-up. ____ Points	Works on own assignment under normal supv. follow-up. ____ Points	Trustworthy in job to a point where employee requires minimal supervision. ____ Points	Executes job with rare supervisory follow-up ____ Points
ATTENDANCE	Excessively tardy ____ Point	Frequently tardy ____ Points	Frequency of tardiness is within acceptable levels ____ Points	Rarely tardy ____ Points	Always punctual with 0 absences. ____ Points
OVERALL RATING	Did not meet expectations ____ 6 Points	Met most expectations ____ 12 - 24 Points	Met expectations ____ 30 - 42 Points	Often exceeded expectations. ____ 48 - 60 Points	Far exceeded expectations ____ 66 Points

Factor Points: Assign points, 1 - 11, in the blank provided based on the employee's level of performance. Add all points together and enter it in the appropriate blank under Overall Rating.

ATTACHMENT EE

EMPLOYEE L NAME	FIRST	INITIAL

EMPLOYEE NUMBER	EMPLOYMENT DATE
DEPARTMENT	VACATION DAYS DUE
	SICK DAYS DUE

- HOLIDAY
V – VACATION
I – ILLNESS
D – FAMILY DEATH
A – ACCIDENT ON JOB
J – JURY DUTY
L – LEAVE WITHOUT PAY
P – PERSONAL TIME
S – SUSPENSION
U – UNEXCUSED
___ – _____
___ – _____
___ – _____

ATTENDANCE HISTORY 19____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	SUMMARY H	V	I	D	A	J	L	P	S	U
JAN																																									
FEB		•																																							
MAR																																									
APR		•																																							
MAY																																									
JUN																																									
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OCT																																									
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DEC																																									
TOTALS																																									

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ATTACHMENT FF

FRINGE BENEFITS

Fringe benefits are things of value you get from an employer in addition to money. Think of them as part of your wages or salary. Health insurance, retirement, and stock purchase plans are fringe benefits. A payroll savings plan is a fringe benefit if your employer contributes money to it. Some of the other benefits an employer might provide are listed below. ASK YOUR PROSPECTIVE EMPLOYER WHAT FRINGE BENEFITS HE OFFERS!!

Paid Holidays	The most common paid holidays are New Year's Day, Washington's Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Other possible paid holidays include Lincoln's Birthday, Good Friday, Columbus Day, and Veterans Day. Other paid holidays might be included according to local customs.
Paid Vacation	There is no law telling private employers how much paid vacation time they must give employees. Two weeks paid vacation is about average. But three or four weeks is not unusual. NEW EMPLOYEES usually earn one week's paid vacation after six months with the organization.
Sick Days	Many workers are allowed a certain number of days off with pay each year for illness or injury. They usually earn these sick days as they go--one-half to one sick day per month.
Life Insurance	Free or low-cost life insurance may be a part of your fringe benefit package.
Health Insurance	Free or low-cost health insurance for the employee alone or the employee and his family may be provided.
Tuition Plan	Your employer may pay your tuition for courses that relate to your job.
Discounts	Employees may be able to purchase their employer's merchandise or service at a price lower than other people pay.
Meals	Some employers free or low-cost meals or refreshments during lunch or breaks.

Other fringe benefits might include loans through the employer, uniforms, day care center, transportation, living quarters, or travel allowances.

DO NOT BE AFRAID TO ASK WHAT FRINGE BENEFITS YOU

ATTACHMENT GG

BUDGETING WORKSHOP

You will be assigned one of the families listed below and will have the opportunity to develop a usable budget for them. The budget must include the fixed expenses listed in addition to any other fixed expenses an average family would need in order to survive. You may then expand your budget to include variable expenses and savings.

FAMILY #1

Dan Jackson	Age 32	Maintenance Superviser	Salary:	$16,000
Mary Jackson	Age 30	Legal Secretary	Salary:	$12,000
Sue Jackson	Age 8	Requires after school day care at $15 per week		
Larry Jackson	Age 3	Requires day care at $35 per week		

Home Mortgage Payment	$400 per month
Credit Card Payments	$ 75 per month
Car Insurance	$ 40 per month
Car Payment	$250 per month
Gifts and Contributions	$ 20 per month

FAMILY #2

Camy Anderson	Age 45	Part-time bookkeeper	Salary:	$ 7,000
Joe Anderson	Age 47	Teacher	Salary:	$25,000
Mary	Age 17	Part-time clerk	Salary:	$ 3,000
Allan	Age 16			
David	Age 12			

Home Mortgage Payment	$250 per month
Master Card	$100 per month
Car Payment (2)	$400 per month
Car Insurance	$ 25 per month
Telephone	$50 per month

FAMILY #3

Janice Brown	Age 27	Medical Secretary	Salary:	$14,000
Jim Brown	Age 3			
Ann Brown	Age 1 1/2	Childcare for children totals $60 per week		

Car Payment	$150 per month
Rent Payment	$275 per month
Electricity	$ 60 per month
Health Insurance	$ 50 per month
Clothing	$ 75 per month

FAMILY #4

Kelly Smith	Age 35	Computer Programmer	Salary:	$25,000
Tricia Smith	Age 30	Registered Nurse	Salary:	$18,000
Michelle	Age 7	Private school is $900 per year		
Ryan	Age 6	Private school is $600 per year		
Sam	Age 2	Childcare is $40 per week		

House: $500; Car: $500; Phone: $50; Credit Card: $100; Entertainment: $100; Furniture: $50; Church: $40; Clothing: $100; INCOME FROM STOCKS: $80 per month

How To Get Your Next Raise and/or Promotion

1. Make sure you want it.

And deserve it. Ultimately the only way to get ahead in business is to *become more valuable*. It's also important to communicate your increased value to your superiors, in their language. Are you *really* ready to move up a rung? Are you committed to making it happen? If so, the following 11 steps can get you started.

2. Do more.

Consider your job description to be the *foundation* of your responsibilities, not the *boundary* (and if you don't have an accurate job description, write your own and get your boss' approval). Look for new ways to contribute to your company. Volunteer to do assignments (particularly the ones no one else wants). Help your boss in ways he or she doesn't expect — few things in business are more powerful than giving people more than they bargained for.

3. Look the part.

Remember the saying "dress for the job you want, not for the job you have." Make it easy for the people responsible for promoting you to visualize you in the new job. You'll convince yourself, too!

4. Be a problem-solver.

This is *the* key skill for upper-level positions. A good way to improve your problem-solving ability is to require yourself to not just report problems to your boss, but also options and recommendations. If your recommendation is correct (and you may come up with a solution your boss would not have thought of), it's a feather in your cap. If you're wrong, you can ask your boss to show you where you went off the track — thereby improving your problem-solving capabilities in the future.

5. Keep visible.

It's not enough to do a good job; *you must be seen doing a good job*. Keep people tuned in to what you're doing. You can do this by writing memo updates on your projects (with copies to all affected parties); being your department's or group's spokesperson; volunteering for high-visibility projects; writing for the company newsletter; asking to be invited to meetings where you can make a contribution. Think about how you can increase your profile in your company.

6. Improve your communication skills.

The higher you go, the more important these skills become. Ask yourself which communication skill you need to improve the most: one-on-one communication, listening, writing, making presentations? You'll get best results if you concentrate on one skill at a time.

7. Invest in yourself.

Keep learning and growing. There is a world of great books, tapes and training programs available to help you increase your value (CareerTrack produces some of the best). Join associations and get to know the successful people in your field. The more you can learn about your products and industry — and about how to manage your own talents — the more of a resource you'll be to your company.

8. Do your homework.

Find out what others in your field are making. See if your current compensation is in line — you might find you are well paid in your current position. If so, now is the time to consider a promotion that would put you in a higher earning category. It's always nice to know your worth on the open market.

9. Keep your ambition in perspective.

Play by the rules. And don't forget to respect the chain of command. If you appear to be more interested in your own personal success than your team's or company's, people will be motivated to resist you rather than support you.

10. Justify it.

Help your employers justify your promotion and/or raise. Show how you've exceeded your job description, how you've cut costs, increased productivity, or improved the work environment. Document these successes — on paper. There's something magical about putting a pencil to paper. As Lee Iacocca says in his biography, "...the discipline of writing something down is the first step toward making it happen. In conversation, you can get away with all kinds of vagueness and nonsense. There's something about putting your thoughts on paper that forces you to get down to specifics."

11. Let them know you want it.

Ask for it, but don't come on too strong. If you're turned down *do* ask for reasons, but be sure you ask in the spirit of learning rather than the spirit of argument. And consider taking "no" for an answer. Also, use your judgment as to your organization's current outlook (is your company going through lean or robust times?).

12. Make a "kinetic commitment."

In other words, set your raise and/or promotion goals right now, *on paper*. Write down your objectives, achievement strategies, measurement standards and timetable. Keep an on-going log of all your accomplishments and contributions. Spend ten minutes a week updating it. Should you make a copy for your boss? Good idea!

ATTACHMENT HH

SAMPLE LETTER OF RESIGNATION

624 Linden Road
Orlando, Florida 33214
August 19, 1977

Ms. Rhoda Greenberg
Super Stereo Shop
146 West 22nd Street
Orlando, Florida 33216

PUT COLON(:) AFTER THE GREETING.

Dear Ms. Greenberg:

SOMETHING GOOD ABOUT HAVING HAD THE JOB.

I have enjoyed my two years working at Super Stereo Shop, and I would like to thank you for the opportunity of working here. I am *going away to school* in September, and so *I am resigning* as of *August 31, 1977.* My best to you and *thank you.*

WHY YOU ARE RESIGNING.

THAT YOU ARE LEAVING.

WHEN YOU ARE LEAVING.

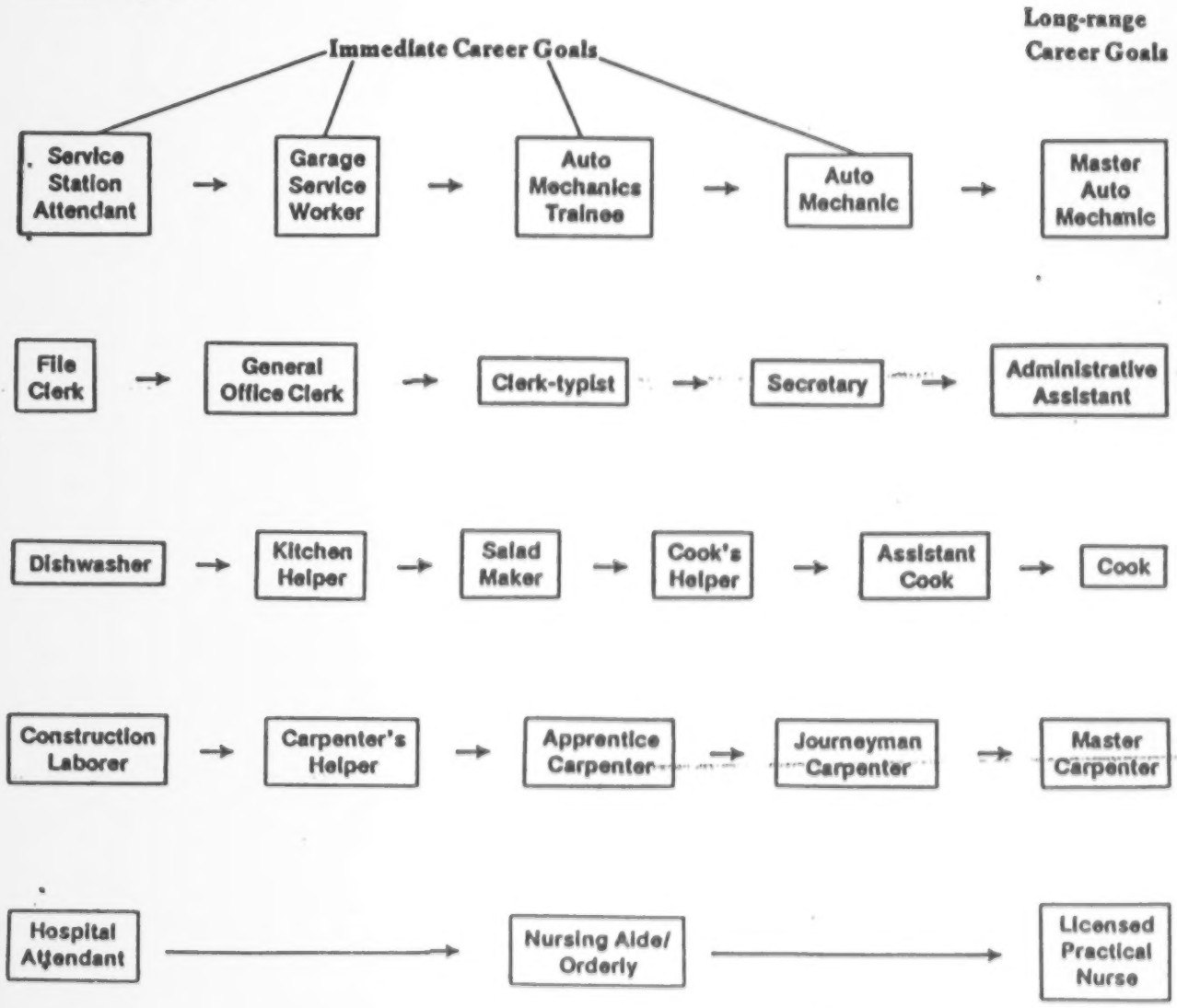
Sincerely,

THANK YOU.

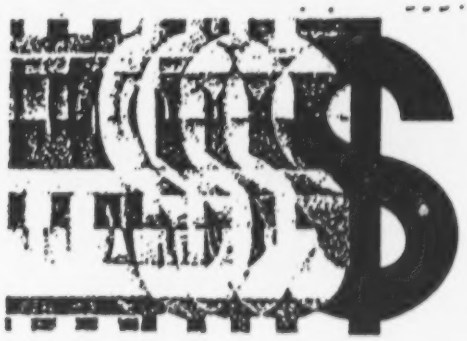
Ronald C. Scott

Ronald C. Scott

Each goal on the Career Diagram on page 35 is achieved by a change in jobs. There may also be changes of employer. All immediate goals should be a step toward the long-range goal. At the very least, they should be of some greater benefit than the goals that came before. Immediate goals should never lead away from the long-range goal. Here are some more examples of career development plans on Career Diagrams.



ATTACHMENT KK



What Do They Pay? Average Salaries For Selected Jobs

Here are average annual salaries paid in 1984 for persons in the following occupations. Unless otherwise specified, the figure is the national average for all workers.

Less than $20,000

Senior Key Entry Operator $12,500
Bank Assistant Branch Manager $18,000
Waiter/Waitress (Las Vegas) $14,000-$17,000
Armed Security Guard $17,297
File Clerk $10,712
College Bookstore Director $19,913
Police ("911 Line" Operator, NY) $13,180
Radio News Reporter $13,000
Licensed Practical Nurse (Washington State) $12,360
Manufacturing Production Worker $18,886
Secretary (High school grad) $16,000
Turkey cleaner (East) $11,270
Messenger $11,230
Typist $13,041
Roman Catholic Nun (East) $6,000 plus housing
Minor Pro League Basketball Player $15,000
Accounting Clerk $16,077
Correctional Officer (Washington State) $17,232
Typing Pool Supervisor (Minnesota) $16,476
Grocery Produce Clerk $10,100

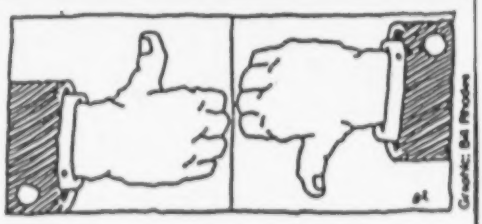
$20,000 to $29,999

Airline Flight Attendant $27,000
Bank Cashier $28,000-38,000
Federal Government (all jobs) $25,354
Fire Fighter $24,000
Data Processing Specialist $22,500
Cook (Las Vegas) $20,000-25,000
Word Processing Manager $22,400
Buyer (2-4 years exp.) $27,600
Association Exhibits Manager $28,200
Accountant (5-8 years exp.) $26,500
College Assistant Professor $22,000
College Associate Professor $27,000
Auditor $29,005
Technical Recruiter $24,300-35,900
Registered Nurse (Minnesota) $20,672
Bank Branch Manager $27,500
Postal Service Worker $23,058
Secretary (Bachelor's degree) $20,000
Publications Editor (5 plus years exp.) $29,400
Radio News Director $24,000
Painter (Minnesota) $20,484
Recruiter, Managerial Employees $26,460
State and Local Government (all employees) $21,000
Vocational Education Teacher (Minnesota) $27,120

$30,000 to $49,999

Agricultural Engineer $38,740
Electrical Engineer $42,290
Captain, US Army $30,400
College Professor $33,000
Personnel Director $47,745
Senior Computer Systems Analyst $33,000
Bank Real Estate Lending Officer $41,200
Steel Mill Production Worker $45,023
Market Research Manager $44,664
Nuclear Engineer $47,640
State Geological Survey Director $43,900
Plant Manager $41,900
Recruitment Manager $37,000-$42,400
Sanitary Engineer $39,000
TV News Director $31,200
EDP Operations Manager $36,500
Lawyer $49,022

Who Doesn't Get The Job



Some 186 companies were recently asked to list the negative factors which most often cause the company not to hire a job applicant. The factors cited by 20 or more companies are listed below. (The number of companies listing the factor is in parentheses.)

1. Poor scholastic record—low grades without reasonable explanation (99).
2. Inadequate personality—poor attitude, lack of poise, lack of self-confidence, timid (89).
3. Lack of goals/objectives—poorly motivated, does not know his/her interests (80).
4. Lack of enthusiasm—lack of drive, not sufficiently aggressive (50).
5. Lack of interest in our type of business—lack of interest in our company, not interested in the type of job we have to offer (48).
6. Inability to express himself/herself—poor speech (45).
7. Unrealistic salary demands—more interested in salary than in opportunity, unwilling to start at the bottom (39).
8. Poor personal appearance—careless dress (35).
9. Lack of maturity—no evidence of leadership potential (35).
10. Lack of extracurricular activities, inadequate reasons for not participating in activities (22).
11. Failure to get information about our company—lack of preparation for the interview, did not read the literature (22).
12. Objects to travel—unwilling to relocate (20).

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IT'S NOT EASY

To Apologize.
To Begin Over.
To Admit Error.
To Keep Trying.
To Take Advice.
To Be Unselfish.
To Be Charitable.
To Face A Sneer.
To Avoid Mistakes.
To Be Considerate.
To Endure Success.
To Profit By Mistakes.
To Keep Out Of A Rut.
To Forgive And Forget.
To Think And Then Act.
To Make The Best Of Little.
To Subdue An Unruly Temper.
To Recognize The Silver Lining.
To Shoulder A Deserved Blame.
BUT IT ALWAYS PAYS.

ATTACHMENT NN

WORK FORCE TEST

1. Out of every 10 women in this country, how many can expect to work during their lifetime?

2. What are the average weekly earnings of a registered nurse?

3. What are the average weekly earnings of a secretary?

4. What are the average weekly earnings of a carpenter?

5. What are the average weekly earnings of an engineer?

6. How many years can the average woman expect to work in her lifetime?

7. What percent of secretarial jobs are held by men?

8. What percent of apprenticeships are held by women?

9. How much education must a woman have to equal the median income of a man with an eighth-grade education?

10. What percent of full-time female workers earn $15,000 a year or more?

11. What percent of women with children under 18 are in the work force?

12. Approximately what percent of women in this country live in poverty?

Are You Taking Your Life Where You Want It to Go?

This test is designed to measure the degree to which you have a sense of purpose and meaning in your life. For each of the following statements, *circle* the number that would be most nearly true to you. Note that the numbers always extend from one extreme feeling to its opposite kind. 'Neutral' implies no judgment either way – try to use it *as little* as possible.

1. I am usually:
1 Completely bored
2
3
4 (neutral)
5
6
7 Exuberant, enthusiastic

2. Life to me seems:
7 Always exciting
6
5
4 (neutral)
3
2
1 Completely routine

3. In life I have:
1 No goals or aims at all
2
3
4 (neutral)
5
6
7 Very clear goals and aims

4. My personal existence is:
1 Utterly meaningless, without purpose
2
3
4 (neutral)
5
6
7 Very purposeful and meaningful

5. **Every day is:**
   7 Constantly new and different
   6
   5
   4 (neutral)
   3
   2
   1 Exactly the same

6. **If I could choose, I would:**
   1 Prefer never to have been born
   2
   3
   4 (neutral)
   5
   6
   7 Like nine more lives just like this one

7. **After retiring, I would:**
   7 Do some of the exciting things I have always wanted to do
   6
   5
   4 (neutral)
   3
   2
   1 Relax completely for the rest of my life

8. **In achieving life's goals I have:**
   1 Made no progress whatever
   2
   3
   4 (neutral)
   5
   6
   7 Progressed to complete fulfillment

9. **My life is:**
   1 Empty, filled only with despair
   2
   3
   4 (neutral)
   5
   6
   7 Bubbling over with exciting good things

10. **If I should die today, I would feel that my life has been:**
    7 Very worthwhile
    6
    5
    4 (neutral)
    3
    2
    1 Completely worthless

11. **In thinking of my life, I:**
    1 Often wonder why I exist
    2
    3
    4 (neutral)
    5
    6
    7 Always see a reason for my being here

12. **As I view the world in relation to my life, the world:**
    1 Completely confuses me
    2
    3
    4 (neutral)
    5
    6
    7 Fits meaningfully with my life

13. **I am a:**
    1 Very irresponsible person
    2
    3
    4 (neutral)
    5
    6
    7 Very responsible person

14. **Concerning man's freedom to make his own choices, I believe man is:**
    7 Absolutely free to make all life choices
    6
    5
    4 (neutral)
    3
    2 Completely bound by limitations of
    1 heredity and environment

15. **With regard to death, I am:**
    7 Prepared and unafraid
    6
    5
    4 (neutral)
    3
    2
    1 Unprepared and frightened

16. **With regard to suicide, I have:**
    1 Thought of it seriously as a way out
    2
    3
    4 (neutral)
    5
    6
    7 Never given it a second thought

17. **I regard my ability to find a meaning, purpose or mission in life as:**
    7 Very great
    6
    5
    4 (neutral)
    3
    2
    1 Practically none

18. **My life is:**
    7 In my hands and I am in control
    6 of it
    5
    4 (neutral)
    3
    2 Out of my hands and controlled by
    1 external factors

19. **Facing my daily tasks is:**
    7 A source of pleasure and satisfation
    6
    5
    4 (neutral)
    3
    2
    1 A painful and boring experience

20. **I have discovered:**
    1 No mission or purpose in life
    2
    3
    4 (neutral)
    5
    6
    7 Clear-cut goals and a satisfying life-purpose

Scoring

Add up all the numbers you circled in items 1 to 20, and write the total.

Total score _____

Analysis

Now compare your scores to the following scale to find out the extent to which you feel you have a sense of purpose and meaning in your life.

Above 120
You have a very strong sense of purpose and fill your life with activities and pursuits that hold a deep meaning for you. You are usually well-directed in school or career and tend toward a job involving service to the community.

91 to 120
A balanced approach to living life for oneself and others comes with this score, since you do feel life has meaning.

70 to 90
You have an average score and may alternate between having direction and wondering what it's all about.

41 to 69
You have little sense of purpose in your life. It often seems a puzzling mystery to you. This may lead to feelings of frustration in your day-to-day life.

Below 41
With this low score, life could look rather bleak and you probably have a negative and rather depressing view of the future. You should consider talking with a caring adult, such as a school counselor, your clergyman, or a parent.

FROM *THE BOOK OF TESTS* BY MICHAEL NATHENSON. COPYRIGHT © MICHAEL NATHENSON, 1984, 1985. REPRINTED BY ARRANGEMENT WITH VIKING PENGUIN INC.

ATTACHMENT PP

EVALUATION OF ENCORE!

Please rate the following items as VERY HELPFUL (1), SOMEWHAT HELPFUL (2), or NOT HELPFUL AT ALL. (3)

Activity	Rating
Resume Writing	_____
Interview Stategies	_____
Job Search Techniques	_____
Human Relations on the Job	_____
Videotaped Interview	_____
Budget Planning	_____
CHOICES Computer Career Search	_____
T.A.B.E. Test	_____
Field Trip	_____
Self Esteem Speakers	_____
Job Placement Assistance	_____
Occupational Specialist's Presentation	_____
Financial Aide Officer's Presentation	_____

---

1. What portion of ENCORE! was most valuable to you?

2. What portion of ENCORE! was least valuable to you?

3. Additional comments:

ATTACHMENT QQ

CHARLOTTE VOCATIONAL-TECHNICAL CENTER

Charlotte County School Board

This certifies that

_____

is awarded this certificate for the satisfactory completion of the 48-hour job readiness program, ENCORE!

_____	_____	_____
Coordinator	Date	Director

ATTACHMENT RR

MY DECLARATION OF SELF-ESTEEM

I AM ME

In all the world, there is no else exactly like me. There are persons who have some parts like me, but no one adds up exactly like me. Therefore, everything that comes out of me is authentically mine because I alone chose it.

I own everything about me–my body, including everything it does; my mind, including all its thoughts and ideas; my eyes, including the images of all they behold; my feelings, whatever they may be–anger, joy, frustration, love, disappointment, excitement; my mouth, and all the words that come out of it, polite, sweet or rough, correct or incorrect; my voice, loud or soft; and all my actions, whether they be to others or to myself.

I own my fantasies, my dreams, my hopes, my fears.

I own all my triumphs and successes, all my failures and mistakes.

Because I own all of me, I can become intimately acquainted with me. By so doing, I can love and be friendly with me in all my parts. I can make it possible for all of me to work in my best interests.

I know there are aspects of myself that puzzle me, and other aspects that I do not know, but as long as I am friendly and loving to myself, I can courageously and hopefully look for solutions to the puzzles, and where I am at that moment in time.

When I review later how I looked and sounded, what I said and did, and how I thought and felt, some parts may turn out to be unfitting. I can discard that which is unfitting and keep that which proved fitting, and invent something new for that which I discarded.

I can see, hear, feel, think, and do. I have the tools to survive, to be close to others, to be productive, and to make sense and order out of the world of people and things outside of me.

I own me and therefore I can engineer me.

I am me and I am okay.

Compliments of
BOUCHER CONSULTANTS
27 E. Monteray Avenue.
Dayton, Ohio 45419
(513) 294-6960

ATTACHMENT SS

CHARLOTTE VOCATIONAL-TECHNICAL CENTER

ENCORE! CRAFT ADVISORY COMMITTEE

1986-1987

Jeni Fisher
1020 W. Marion Avenue
Punta Gorda, FL 33950
Phone: 637-0028

Regina Godwin
WIN (Work Incentive Program)
HRS
1105 Taylor Road
Punta Gorda, FL 33950
Phone: 639-2189

Carolyn Gorton
ENCORE! Program Coordinator
Charlotte Vocational-Technical Center

Maria Hill
Blue Skies Travel
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Phone: 625-4141

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C.A.R.E.
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Yvonne Sprunger
HRS Office
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Punta Gorda, FL 33950
Phone: 639-2189

Cindy Wilkes
640 Sharon Circle
Port Charlotte, FL 33952
Phone: 624-4562

Judith Willis
Assistant Principal
Charlotte Vocational-Technical Center

ATTACHMENT TT
CHARLOTTE VOCATIONAL TECHNICAL CENTER

ENCORE! PROGRAM

CHILDCARE INVOICE

Participant's Name _____

Participant's Address _____

Child's Name _____ Age _____

Childcare Provider's Name _____

Address _____

RECORD OF ATTENDANCE--Week of _____

Day	Number of Hours
_____	_____
_____	_____
_____	_____

I certify that the days and hours listed represent a complete and accurate description of the childcare for the stated period.

_____ _____
Date Childcare Provider's Signature

_____ _____
Date ENCORE! Participant's Signature

ATTACHMENT UU

Your Name_____

Address_____

City_____Zip_____

Telephone_____

Date of ENCORE! graduation:

October, 1986_____

December, 1986_____

March, 1987_____

Status upon leaving ENCORE!:

Employed_____Unemployed_____

Attending school_____

CURRENT STATUS:

Employed: Yes____ No_____

Employer's Name_____

_____

Address_____

Telephone_____

Job Title_____

Wage_____

Attending school? Yes____No____

Name of school_____

Type of training_____

STUDENT SIGNATURE_____

Charlotte Vocational-Technical Center
18300 Toledo Blade Boulevard
Port Charlotte, FL 33948-3399

** IMPORTANT ENCORE SURVEY **

ATTACHMENT VV

Name_____

Address_____

_____

Charlotte Vocational-Technical Center
18300 Toledo Blade Boulevard
Port Charlotte, FL 33948-3399

Dear Former ENCORE Student:

I trust this letter finds you happy and productive in your life's activities. Charlotte Vocational-Technical Center continues to experience optimum enrollment and outstanding community support.

Please take a few minutes to help us bring our records up to date. The grant which the ENCORE program was funded through requires that you complete a follow-up survey three months and one year after your program completion. Therefore, I need you to keep me up to date on your address for future mailings.

Your response to this survey will help us to evaluate the effectiveness of the ENCORE program and will determine the continuation of the program for future students. Please sign and return the form as soon as possible.

Thank you.

ATTACHMENT WW

DISPLACED HOMEMAKER PROGRAM

REPORTING FORM: PARTICIPANTS

Period of this report 7-1-86 to 6-30-87

	Number	Percentage
1. Age		
Under 35	24	56%
35-44	8	19
45-54	5	12
55-64	4	10
65+	1	3
2. Race/Ethnicity		
White	36	84
Black	11	26
Hispanic		
Native American		
Asian or Pacific Island	1	3
Other		

3. Number of Dependents

1
2
3
4

Not classified individually
average number per participant
2-44

more than 4

	Number	Percentage
4. Education		
1-8 years	3	7
9-11 years	15	35
High School or equivalent	21	49
1-4 post High School	4	10
more than 4 post High School	—	—
5. Income		
Less than 5,000	25	59
5,000-10,000	11	26
10,000-20,000	4	10
20,000-30,000	2	5
30,000-40,000	—	—
more than 40,000	1	3
6. Source of Income		
Salary	12	28
Spousal Support	—	—
Child support	10	24
Public Assistance	15	35
Social Security	—	—
Other	6	14
7. Years as full-time homemaker		
1-5	17	40
6-10	15	35
11-15	5	12
16-20	4	10
more than 20	—	—

	Number	Percentage
8. Paid employment		
0-1 years	11	26
2-5 years	10	24
6-10 years	5	12
more than 10	17	40

ATTACHMENT XX

DISPLACED HOMEMAKERS PROGRAM

Reporting Form: Outcomes

Period of this report 7-1-86 to 6-30-87

	Number	Percentage
1. Entered employment	15	35%
2. Entered training/education	8	19
3. Looking for job	6	14
4. Not looking - IN TRANSITION - WAITING LIST FOR VOC. COURSE, COUNSELING, IMTS LAB WORK, ETC.	14	33
5. Unknown		

ATTACHMENT YY

MONDAY SUN • BUSINESS/CLASSIFIED • Monday, January 12, 1987

7390 MISCELLANEOUS DOMESTIC AUTOS

NEXT CLASS IN AUTO TECHNICIAN TRAINING Begins February 2, 1987. Prepare Now For A New Career Next Year. Charlotte Vo-Tech, 629-6819. Financial Aid Available.

ATTENTION - SINGLE PARENT/HOME MAKERS! Charlotte Vo-Tech Center Has A 4 Week Job Readiness Program For You! Learn How To Get & Keep A Job With A Future. Call 629-6819 Today. Class Begins Feb. 12th Childcare & Travel Allowance Available. Great Way To Start A Newyear.

DISPLACED HOMEMAKER SECTION
THURSDAY

8:00 a.m. Breezes Lounge	**Business and Education Connection** Tour Departure
8:30 - 9:30	**Assessment Center**, Brewster Campus John Holmes, Occupational Specialist
10:00 - 11:30	**Industry Services Programs**, Erwin Vocational-Technical Center Claudia Stevens, Supervisor Carolyn Schultz, Occupational Specialist
12 Noon - 1:15 Regency VII	**LUNCHEON** Presiding — Egle Gallagher "Leaders - Who Are Leaders?" — Georgana Beachboard Vice President Displaced Homemaker Liaison National Displaced Homemaker Network
1:30 - 3:00 Buccaneer D	SOLUTIONS - Round Table (Select 2 groups, 25 minutes each) 1. **Moving Displaced Homemaker Clients from Dependency to Independency** Dr. Mary Ellis, Assistant Superintendent of Instruction, Tulsa, Oklahoma Public Schools 2. **Enhancing High-Wage Training Opportunities** Marilyn Pergerson, Professional Communications Services Ruffin, North Carolina 3. **Minority Outreach-Recruitment Strategies** Beverly Horse, VP, Multi Ethnic/Cultural National Displaced Homemaker Network 4. **Conducting Participant Intake & Follow-Up** Sonia Rasmussen, VP, Service Providers Liaison National Displaced Homemaker Network
3:00 - 3:15	BREAK
3:15 - 4:15	Vocational Assessment and Career Exploration Models Debbie Banta, Martin County Public Schools Carolyn Gorton, Charlotte County Public Schools Dr. Karlyn Ellard, Facilitator
7:30 - 9:00 Buccaneer A, B	**Your Q's and A's** - Division of Vocational, Adult and Community Education

INNOVATIVE!

Helping the Displaced Homemaker

Celebrating a new start are ENCORE graduates (front, from left) Judy Fitzhugh, Cindy Zubillaga, Sandy Anthony. In the back are Nora Marcoguiseppe, Terese Trask, Lisa DeRosa, and Dorothy Mato.

Charlotte Vocational-Technical Center (CVTC) and Chipola Junior College (CJC) are the sites for two dynamic programs that serve the needs of displaced homemakers and single parents. Both are funded through the Division of Vocational, Adult, and Community Education according to Charlotte Gore, the Division's Vocational Education Equity specialist, and both began in 1985.

The job-readiness program at CVTC, called ENCORE, was launched with an advertising campaign in local newspapers, and brochures were distributed to community organizations. Further, a session was held that introduced the program to representatives from Health and Rehabilitative Services, the Job Training and Partnership Act, and vocational rehabilitation agencies. Referrals started to come in from the advertisements and community groups such as the Ministerial Association.

Men and women who were actively seeking employment attended three, four-week sessions in groups of thirteen. Many of the participants had never worked full-time outside the home or had not worked in many years. Those students who lacked the basic skills needed for immediate employment enrolled in a vocational training program at CVTC after they completed the ENCORE sessions.

Many had never worked full-time outside the home or had not worked in many years.

Through the employability skills portion of ENCORE, the single parents and displaced homemakers learn vital facts about where to look for a job, how to apply for the job when they find it, how to present themselves at the interview, how to develop a resume, and how to make progress on the job.

Included with the employability skills are classes on special topics such as stress and time management, assertive problem solving, and the development of self-esteem. A videotaped job interview, professional help in makeup selection and application, hair consultation, and field trips to local businesses round out the employability skills portion of the program. In addition, Carolyn Gorton coordinates the

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